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AUGUST, 1856, TO JULY, 1864,

SO FAR AS NOT SINCE CANCELLED, OR EMBODIED IN THE QUEEN'S OR WAR OFFICE REGULATIONS.

CAREFULLY CLASSIFIED AND INDEXED BY

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1864.

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PREFACE.

The object of this publication is to supply a want long felt by military men—a collection of the Orders and Regulations of the Army now in force, but not yet embodied in permanent regulations.

The Work is not of an official character, and can lay claim to no authority beyond what the Compiler's careful study of the subject may have enabled him to confer upon it.

The Orders, &c., issued from time to time by the War Office and the Horse Guards, are titled Royal Warrants, Circulars, General Orders, and Circular Memoranda. They contain the most recent and important instructions for the guidance of the Army, Militia, Volunteers, and Military Departments. As soon as an order is issued, a printed copy is supplied, at the public expense, to each Regiment, Department, and Staff Office, and is there filed, and the whole are, from time to time, bound up in volumes. The issue of each month is also re-printed, under War Office authority, in the *Monthly Army List*, for the benefit of the general military public.

In order to give time to test the working of these Orders before they are finally incorporated with the permanent Regulations of the Army, the War Office and the Horse Guards find it necessary to allow them to remain for several years in this somewhat inconvenient form.

The latest edition of the permanent War Office Regulations was issued in 1848; of the Addenda, in 1855; and of the Militia Regulations, in 1854. The Queen's, the Medical, and the Musketry Regulations were last revised in 1859; the Purveyor's, in 1861; the Volunteers' and the Dress Regulations, in 1863.

The Orders thus issued are very numerous, and require to be frequently referred to by military men; but there has hitherto been no attempt made to classify them, or to provide a complete index. Indeed, so many of them are *experimental, especially* those relating

to new subjects, that the number altered, cancelled, or superseded, soon after issue, is considerable.

A laborious and irksome duty is thus imposed on military men. In referring to any particular subject it becomes necessary carefully to peruse a number of old orders, to ascertain whether any of them (it may be only some single paragraph) has or has not, either expressly or by inference, been cancelled by one of later date. No doubt, every officer has it in his power to frame for himself and keep posted up a manuscript index. But it is needless to say that, in so far as the general military public is concerned, the labour of providing such an index, or otherwise of tracing in every case the subject of reference through the orders of six or eight years, is one which few like to encounter.

It is hoped, therefore, that the present Work will prove of essential service to the Army.

The collection, which has been brought down to July, 1864, embraces the Royal Warrants and War Office Circulars from the commencement of the present series, in 1856, and the Horse Guards General Orders and Circular Memoranda issued after the last revision of the Queen's Regulations, in 1859. All Orders which have been superseded, although not expressly cancelled by more recent regulations, and all those of temporary interest only (such as notifications of appointments, &c.), as well as those relating exclusively to the internal arrangements of the War Office, have been omitted.

In the body of the Work, the Warrants, Circulars, &c., are given at length, and classified under heads alphabetically arranged, so as to enable any one at a glance to obtain a view of all the subsisting Orders bearing upon a particular subject.

Lists, however, of all the Orders issued, including those cancelled, superseded, or of a temporary nature, but distinguishing them as such, will be found at the beginning, and a copious Index at the end of the book. Both of these contain references to the head under which each order or subject in the body of the Work may be found.

October, 1864.

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ABBREVIATIONS—Q. Reg., *Queen's Regulations*; W. O. Reg., *War Office Regulations*; Vol. Reg., *Volunteer Regulations*; Med. Reg., *Medical Regulations*; Purv. Reg., *Purveyors' Regulations*; Musk. Reg., *Musketry Regulations*; M. Act, *Mutiny Act*; F. Ex., *Field Exercise*; Sup., *Superseded*; Canc., *Cancelled*; Temp., *Temporary*.

Number.	Date.	Heading, Explanations, &c.	Number.	Date.	Heading, Explanations, &c.
1	Aug. 30, 1856	*Temp.*	49	Feb. 19, 1857	Medical Department.
2	" — "	*Obsolete.*	50	" 19, "	*Sup. C.* 840.
3	Sept. 20, "	*Canc. C.* 862.	51	" 19, "	*Sup. C.* 243.
4	" — "	*Sup. C.* 501.	52	" 19, "	*W. O. Office Rules.*
5	Oct. 1, "	*Sup. C.* 786 *and* 792.	53	" 23, "	Artillery & Engineers—2.
6	" 4, "	*Sup. C.* 513.	54	" 24, "	*W. O. Office Rules.*
7	" — "	*Sup. C.* 651 *and* 723.	55	" 24, "	Pay and Allowances—4.
8	" 29, "	Stores—4.	56	" 24, "	War Office—2.
9	" 30, "	Stores—9.	57	" 24, "	Militia.
10	" — "	*Sup. C.* 694.	58	" 25, "	*Temp.*
11	" 31, "	Stores—2.	59	" 27, "	Paymasters.
12	Nov. 13, "	*Sup. C.* 390 *and* 792.	60	Mar. 3, "	Barrack Department—1.
13	Sep. 1, "	Barrack Department—2.	61	" 4, "	*Sup. C.* 398.
14	" — "	*Sup. C.* 840.	62	" 7, "	*W. O. Office Rules.*
15	Nov. 26, "	Stores—2.	63	" 7, "	Works and Lands—4.
16	" 24, "	Barrack Department—1.	64	" 7, "	*Temp.*
17	Dec. 31, "	Artillery & Engineers—2.	65	" 7, "	Chaplains' Department.
18	" — "	*Temp.*	66	" 11, "	Clothing & Necessaries—2.
19	" 1, "	Stores—1.	67	" 12, "	*Sup. C.* 698 *and* 767.
20	Aug. 18, "	*Sup. C.* 193.	68	" 19, "	*Temp.*
21	Dec. — "	*Obsolete.*	69	" 19, "	*Temp.*
22	" 31, "	Artillery & Engineers—2.	70	" 19, "	*Sup. Med. Reg.*
23	" 31, "	*Sup. C.* 192.	71	" 19, "	*W. O. Office Rules.*
24	" 31, "	*Temp.*	72	" 20, "	Works and Lands—4.
25	" 17, "	Stores—2.	73	" 20, "	*Sup. C.* 390.
26	" — "	*Obsolete.*	74	" 21, "	*Sup. C.* 206.
27	Jan. 1, 1857	Ordnance Select Com.	75	" 24, "	Veterinary Department.
28	Dec. 27, 1856	Barrack Department—1.	76	" 24, "	Works and Lands—2.
29	Jan. 1, 1857	Regimental Accounts.	77	" 25, "	Staff & Gar. Pay & Allow.
30	" 9, "	*Sup. C.* 31.	78	" 25, "	*Canc. C.* 683.
31	" 9, "	Barrack Department—2.	79	" 27, "	*Canc. C.* 711.
32	" 17, "	Militia.	80	" 27, "	Stores—1.
33	Jan. 1, "	War Office—1.	81	" 30, "	*Sup. Purv. Reg.*
34	" 1, "	Works and Lands—2.	82	" — "	*Sup. C.* 769 *and* 770.
35	" 13, "	Depôts & Depôt Battalions.	83	" 27, "	*W. O. Office Rules.*
36	" 16, "	*Canc. C.* 214.	84	" — "	*Obsolete.*
37	" 20, "	*Sup. C.* 667.	85	April 3, "	Militia.
38	" 15, "	*W. O. Office Rules.*	86	" 4, "	*Sup. 5th May* 1862.
39	" — "	*Temp.*	87	Mar 27, "	*W. O. Office Rules.*
40	" 29, "	*Temp.*	88	April 9, "	Artillery & Engineers—3
41	Feb. 3, "	Artillery & Engineers—2.	89	" 11, "	Artillery & Engineers—2.
42	" 3, "	*Temp.*	90	" 17, "	War Office—1.
43	" 9, "	Pay and Allowances—4.	91	" 17, "	*Sup. C.* 846.
44	" — "	*Obsolete.*	92	" 17, "	Depôts & Depôt Battalions.
45	" 14, "	Artillery & Engineers—2.	93	" 21, "	Works and Lands—5.
46	" 16, "	*Sup. C.* 694.	94	" 21, "	*Sup. C.* 694.
47	" 18, "	Pay and Allowances—3.	95	" 22, "	*Sup. C.* 325 *and* 722.
48	" 19, "	*Temp.*	96	" 25, "	*Obsolete.*

Number.	Date.	Heading, Explanations, &c.
97	April 27, 1857	*W. O. Office Rules.*
98	" 30, "	Artillery & Engineers—2.
99	" 24, "	Barrack Department—3.
100	May 1, "	*Temp.*
101	" 2, "	*Temp.*
102	" 4, "	Works and Lands—4.
103	" 5, "	*Temp.*
104	" 5, "	*Sup. C.* 412.
105	" 8, "	*Sup. C.* 444.
106	" 9, "	Depôts & Depôt Battalions.
107	" 11, "	Manufac. Department.
108	" 30, "	Barrack Department—4.
109	June 1, "	War Office—3.
110	" 1, "	*Temp.*
111	" 5, "	Chaplains' Department.
112	" 8, "	*Sup. C.* 846.
113	" 13, "	*Temp.*
114	July 17, "	*Sup. Q. Reg.*
115	" — "	Works and Lands—1.
116	June 28, "	Works and Lands—1.
117	July — "	*Sup. C.* 840.
118	" 23, "	Barrack Department—2.
119	" 23, "	*Canc. C.* 256.
120	Aug. 1, "	*Sup. C.* 740.
121	" 8, "	*W. O. Office Rules.*
122	July 18, "	Pensions.
123	Aug. 8, "	Barrack Department—2.
124	July 20, "	Pensions.
125	Aug. 12, "	*Temp.*
126	" 15, "	Staff & Gar. Pay & Allow.
127	" 18, "	Stores—2.
128	" 1, "	*Sup. C.* 715.
129	" 24, "	*Temp.*
130	" 25, "	*Sup. C.* 840.
131	Sept. 2, "	*Sup. C.* 840.
132	" 4, "	*Sup. C.* 640 *and* 641.
133	" 7, "	*Sup. Musk. Reg.*
134	" 7, "	*Sup. C.* 452.
135	" 8, "	*Sup. C.* 792.
136	" 8, "	Barrack Department—2.
137	" 12, "	Militia.
138	" 15, "	*Sup. C.* 460.
139	" 15, "	Military Store Dep.
140	" 15, "	*Temp.*
141	" 21, "	*Sup. Q. Reg.*
142	" 22, "	*Temp.*
143	" 23, "	*Canc. C.* 539.
144	" 23, "	Postage.
145	" 23, "	Stores—9.
146	" 28, "	*Sup. C.* 840.
147	" 28, "	*Sup. C.* 792.
148	Oct. 1, "	*Sup. C.* 840.
149	" 5, "	*Sup. C.* 840.
150	" 8, "	*Sup. C.* 716.
151	" 8, "	*Sup. C.* 840.
152	" 10, "	Effects and Credits.
153	" 14, "	Pay and Allowances—4.
154	" 14, "	*Sup. C.* 740.
155	" 14, "	*Sup. 5th May*, 1862.
156	" 19, "	War Office—2.
157	" 19, "	War Office—2.
158	" 19, "	War Office—3.
159	" 20, "	Commissariat.
160	" 21, "	*W. O. Office Rules.*
161	" 22, "	War Office—1.
162	" 22, "	*Sup. C.* 629.
163	" 27, "	*W. O. Office Rules.*
164	Oct. 27, 1857	*Sup. C.* 798 *and G. O.* 823.
165	" 28, "	*Temp.*
166	" 29, "	*Temp.*
167	" 31, "	*Sup. C.* 304.
168	Nov. 2, "	Milit'a.
169	Oct. 19, "	*Sup. Purv. Reg.*
170	Nov. 5, "	Artillery & Engineers—1.
171	Oct. 19, "	War Office—3.
172	Nov. 12, "	War Office—2.
173	" 14, "	*Sup. C.* 432.
174	" 14, "	*Temp.*
175	" 23, "	*Sup. C.* 840.
176	" 24, "	*W. O. Office Rules.*
177	" 23, "	*Sup. Med. Reg.*
178	" 26, "	Stores—2.
179	" 26, "	Pensioners.
180	" 27, "	Stores—2.
181	Dec. 2, "	Stores—2.
182	" 2, "	*Sup. C.* 250.
183	" 3, "	*W. O. Office Rules.*
184	" 5, "	*Sup. C.* 786.
185	" 7, "	Purveyors' Department.
186	" 7, "	Stores—1.
187	" 10, "	*Sup. C.* 711.
188	" 2, "	Paymasters.
189	" 2, "	*Sup. C.* 840.
190	" 18, "	*Sup. C.* 711.
191	" 21, "	Barrack Department—3.
192	" 23, "	*Sup. Med. Reg.*
193	" 23, "	Servants.
194	" 28, "	Pensioner S'aff.
195	" 28, "	*Sup. Musk. Reg.*
196	" 29, "	Artillery & Engineers—3.
197	" 30, "	Barrack Department—3.
198	Jan. 1, 1858	*Sup. Q. Reg.*
199	" 5, "	War Office—1.
200	" 5, "	*Temp.*
201	" 11, "	*Sup. C.* 792.
202	" 15, "	*W. O. Office Rules.*
203	" 16, "	*Sup. C.* 792.
204	Dec. 23, 1857	Pay and Allowances—2.
205	Jan. 20, 1858	Sick Pay.
206	" 28, "	Militia.
207	Feb. 8, "	Pensioner Staff.
208	" 9, "	Militia.
209	" 11, "	Works and Lands—4.
210	" 11, "	Works and Lands—1.
211	" 13, "	Barrack Department—1.
212	" 15, "	*W. O. Office Rules.*
213	" 16, "	*Sup. C.* 214.
214	Jan. 30, "	Pay and Allowances—1.
215	Feb. 18, "	Works and Lands—5.
216	" 19, "	*Obsolete.*
217	" 22, "	*Sup. C.* 798 *and G. O.* 823.
218	" 25, "	Militia.
219	" 23, "	*Sup. C.* 328.
220	" 23, "	*Sup. C.* 694.
221	" 23, "	*Sup. Q. Reg.*
222	Mar. 13, "	Works and Lands—2.
223	Feb. 27, "	*Canc. C.* 420.
224	Mar. 1, "	*Canc. C.* 452.
225	" 1, "	*Sup. C.* 767 *and* 840.
226	Feb. 25, "	Militia.
227	Mar. 9, "	*Sup. C.* 561.
228	" 10, "	Pensioner Staff.
229	" 10, "	Commissariat.
230	" 10, "	Barrack Department—3.

Number.	Date.	Heading, Explanations, &c.
231	Mar. 11, 1858	Barrack Department—4.
232	" 13, "	Works and Lands—2.
233	" 15, "	War Office—3.
234	" 19, "	*Canc. C.* 419.
235	" 22, "	Stationery.
236	" 25, "	*Sup. C.* 711.
237	" 26, "	Militia.
238	" 27, "	*Sup. C.* 722.
239	" 27, "	*Temp.*
240	" 27, "	Pensioners.
241	April 7, "	Staff & Gar. Pay & Allow.
242	" 13, "	*Sup. C.* 840.
243	" 14, "	*Sup. C.* 840.
244	" 16, "	Militia.
245	" 17, "	*Sup. C.* 840.
246	" 17, "	Barrack Department—2.
247	" 23, "	*Temp.*
1877-1	" 30, "	Med. & Hon. Distinctions.
248	May 1, "	*Sup. 5th May*, 1862.
249	" 4, "	War Office—2.
250	" 12, "	Postage.
251	" 12, "	Staff & Gar. Pay & Allow.
252	" 18, "	*Sup. C.* 792.
253	" 19, "	*Temp.*
254	" 21, "	*Sup. C.* 820.
255	" 22, "	*Sup. C.* 690.
256	" 24, "	Barrack Department—2.
257	" 25, "	Works and Lands—4.
258	" 25, "	Barrack Department—4.
259	" 25, "	*Sup. C.* 798; *G. O.* 823.
260	" 25, "	Works and Lands—1.
261	" 31, "	*Sup. C.* 840.
262	June 4, "	Pensioner Staff.
263	" 4, "	Pensioner Staff.
264	" 5, "	Militia.
265	" 9, "	*Sup. C.* 792.
266	" 12, "	Manufacturing Depart.
267	" 12, "	Works and Lands—1.
268	" 12, "	*Sup. Mil. Train Manual.*
269	" 12, "	Stores—1.
270	" 14, "	*W. O. Office Rules.*
271	" 16, "	Militia.
272	" 21, "	Stores—2.
273	" 23, "	*Sup. C.* 840.
274	Apl. 28, "	Works and Lands—3.
No No.	" 28, "	Works and Lands—3.
275	June 25, "	Military Store Depart.
276	" 26, "	*Canc. C.* 673.
277	" 26, "	*Canc. C.* 673.
278	" 24, "	Arms and Armourers.
279	" 28, "	Barrack Department—4.
280	" 29, "	Artillery & Engineers—3.
281	" 30, "	*W. O. Office Rules.*
282	" 30, "	*W. O. Office Rules.*
283	" 30, "	Chaplains' Department.
284	July 3, "	*Sup. C.* 789 *and* 840.
285	" 5, "	*Sup. C.* 694.
286	" 16, "	*Temp.*
287	" 19, "	War Office—3.
288	" 19, "	*Temp.*
289	" 19, "	*Obsolete.*
290	" 21, "	Recruiting.
291	" 21, "	Prisons.
292	" 23, "	Servants.
293	" 26, "	Pay and Allowances—1.
294	" 27, "	Prisons.
295	" 28, "	Pay and Allowances—4.

Number.	Date.	Heading, Explanations, &c.
296	Aug. 3, 1858	Works and Lands—2.
297	" 4, "	Instruction of Musketry.
298	" 6, "	*Canc. C.* 349.
299	" 6, "	Barrack Department—2.
300	" 9, "	Artillery & Engineers—1.
301	" 10, "	Artillery & Engineers—1.
302	" 25, "	Stores—2.
303	" 18, "	Works and Lands—5.
304	" 28, "	*W. O. Office Rules.*
305	" 30, "	Commissariat.
306	Sept. 2, "	*Sup. Q. Reg.*
307	" 6, "	Artillery & Engineers—1.
308	" 7, "	*Temp.*
309	" 7, "	Works and Lands—5.
310	" 7, "	Works and Lands—5.
311	" 8, "	Pensioners.
312	" 10, "	*Sup. Med. Reg.*
313	" 11, "	Stores—3.
314	" 13, "	Servants.
315	" 14, "	*Sup. C.* 792.
316	" 15, "	Railway Charges, Warrants, &c.
317	" 15, "	*Sup. C.* 740.
318	" 17, "	*Canc. C.* 419.
319	" 18, "	Stores—3.
320	" 20, "	Stores—8.
321	" 21, "	Clerks in Staff Offices.
322	" 24, "	*Sup. C.* 673.
323	" 24, "	*Sup. C.* 673.
324	" 24, "	*Sup. C.* 824.
325	" 27, "	*Sup. C.* 722 *and* 789.
326	" 27, "	*Temp.*
327	" 27, "	Pay and Allowances—4.
328	" 23, "	Staff & Gar. Pay & Allow.
329	" 30, "	*Sup. Purv. Reg.*
330	Oct. 1, "	*Sup. C.* 525.
331	" 1, "	*Sup. G. O.* 806.
332	" 1, "	*Sup. Med. Reg.*
333	" 6, "	Passages.
334	" 14, "	Commissions.
335	" 16, "	*Temp.*
336	" 1, "	Royal Mil. Col., Sandh'rst.
337	" 27, "	*Sup. Q. Reg.*
338	" 30, "	Works and Lands—5.
339	" 28, "	Commissariat.
340	Nov. 1, "	Passages.
341	" 12, "	Militia.
342	" 13, "	Purveyor's Department.
343	" 18, "	*Sup. Purv. Reg.*
344	" 19, "	Artillery & Engineers—1.
345	" 19, "	Artillery & Engineers—1.
346	" 19, "	Artillery & Engineers—1.
347	" 23, "	*W. O. Office Rules.*
348	" 24, "	*Sup. C.* 840.
349	" 25, "	Sick Pay.
350	" 29, "	Passages.
351	" 30, "	Passages.
352	" 30, "	Stores—1.
353	" 30, "	*Canc. C.* 479.
354	Dec. 3, "	Fires and Fire Engines.
355	" 3, "	*Sup. C.* 820.
356	" 4, "	*Sup. Dress Reg.*
357	" 15, "	*W. O. Office Rules.*
358	" 16, "	*W. O. Office Rules.*
359	" 17, "	Clothing & Necessaries—2.
360	" 17, "	Works and Lands—2.
361	" 17, "	Works and Lands—1.

Number.	Date.	Heading, Explanations, &c.
362	Nov. 5, 1858	*Canc. C.* $\frac{803}{A}$.
363	Dec. 20, "	Regimental Accounts.
364	" 22, "	*Canc. C.* 690.
365	" 23, "	*W. O. Office Rules.*
366	" 24, "	Commissariat.
367	" 24, "	Clothing & Necessaries—1.
368	" 31, "	Artillery & Engineers—1.
369	Jan. 3, 1859	Militia.
370	" 6, "	Regimental Accounts.
371	" 6, "	*W. O. Office Rules.*
372	" 7, "	*Sup. C.* 789.
373	" 7, "	*Sup. C.* 792.
374	" 10, "	*Temp.*
375	" 20, "	*Sup. C. M.* 147.
376	" 22, "	Postage.
377	" 24, "	Clothing & Necessaries—1.
378	" 25, "	Miscellaneous Regulations
379	" 28, "	*Sup. C.* 721.
380	" 31, "	*Canc. C.* 698.
381	" 31, "	Passages.
382	Feb. 4, "	*Temp.*
383	" — "	*Sup. C.* 586.
384	" — "	*Sup. C.* 587.
385	" 7, "	Barrack Department—3.
386	" 8, "	Regimental Accounts.
387	" 9, "	Paymasters.
388	" 9, "	Militia.
389	" 19, "	Barrack Department—5.
390	" 19, "	*Sup. C.* 792.
391	" 21, "	Works & Lands—1.
392	" 21, "	Staff & Gar. Pay & Allow.
393	" 23, "	Servants.
394	" 24, "	*Sup. C.* 694.
395	" 28, "	Regimental Accounts.
396	Mar. 3, "	*Sup. C.* 631.
397	" 3, "	*Sup. C.* 792.
398	" 4, "	*Sup. Dress Reg.*
399	" 10, "	*Sup. Purv. Reg.*
400	" 17, "	*Temp.*
401	" 19, "	Works and Lands—1.
402	" 21, "	*Sup. Purv. Reg.*
403	" 21, "	Works and Lands—5.
404	" 24, "	Medical Department.
405	" 26, "	Militia.
406	" 26, "	Stores—9.
407	" 31, "	Military Store Depart.
408	April 1, "	Stores—5.
409	" 2, "	*Sup. C.* 840.
410	Mar. 6, "	Remittances.
411	" — "	*Canc. C.* 526.
412	Apl. 11, "	*Obsolete.*
413	" 12, "	*Obsolete.*
414	Mar. 16, "	Works and Lands—2.
415	Apl. 25, "	*Canc. C.* 572.
416	" 25, "	*Sup. C.* 626.
417	" 25, "	*Temp.*
418	" 25, "	*Temp.*
419	" 29, "	Rations and Messing.
420	May 2, "	*Temp.*
421	" 5, "	Forage of Officers' Horses.
422	" 5, "	*Sup. Q. Reg.*
423	" 5, "	*Sup. C.* 824.
424	" 23, "	*Temp.*
425	" 23, "	Magazines.
426	" 23, "	Commissariat.
427	" 23, "	*Sup. Dress Reg.*
428	May 24, 1859	*Canc. C.* 834.
429	" 26, "	*Sup. C.* 838.
430	" 31, "	Works and Lands—1.
431	June 1, "	Advertisements.
432	" 1, "	Superan. Allowances.
433	" 11, "	Fires and Fire Engines.
434	" 11, "	*Sup. Purv. Reg.*
435	" 18, "	*Canc. C.* 568.
436	" 18, "	Chaplains' Department
437	" 18, "	Commissariat.
438	" 29, "	*Temp.*
439	July 1, "	Forage of Officers' Horses.
440	" 1, "	Veterinary Department.
441	" 8, "	Militia.
442	" 7, "	Pay and Allowances—4.
443	" 14, "	Commissariat.
444	" 25, "	Militia.
445	" 7, "	*Obsolete.*
446	" 27, "	Regimental Accounts.
447	" 13, "	*Sup. C.* 824.
448	" 27, "	Stores—5.
449	" 27, "	Works and Lands—1.
450	Aug. 3, "	Stores—6.
451	July 16, "	*Temp.*
452	Aug. 2, "	Remittances.
453	" 3, "	Prisons.
454	" 6, "	*Sup. Purv. Reg.*
455	" 6, "	Stores—8.
456	" 8, "	Barrack Department—5.
457	" 9, "	Stores—7.
458	" 9, "	Militia.
459	" 11, "	Clerks in Staff Offices.
460	" 10, "	Militia.
461	" 16, "	Barrack Department—3.
462	" 19, "	Artillery & Engineers—1.
463	" 19, "	Artillery & Engineers—1.
464	" 24, "	*Sup. Purv. Reg.*
465	" 12, "	Militia.
466	" 27, "	Staff & Gar. Pay & Allow.
467	" 30, "	War Office—2.
468	" 30, "	Paymasters.
469	Sep. 3, "	*Temp.*
470	" 3, "	*Obsolete.*
471	Aug. 24, "	Stores—3.
472	Sep. 13, "	Staff & Gar. Pay & Allow.
473	" 14, "	*Temp.*
474	" 14, "	Militia.
475	" 15, "	Working Pay.
476	" 16, "	*Temp.*
477	" 17, "	Barrack Department—4.
478	" 20, "	*Temp.*
No No.	" 24, "	Commissariat.
479	" 27, "	Works and Lands—1.
480	" 27, "	Stores—3.
481	" 28, "	Remittances.
482	" 30, "	*Sup. Musk. Reg.*
483	Oct. 1, "	*Sup. C.* 802.
484	" — "	*Temp.*
485	" 6, "	Barrack Department—4.
486	" 6, "	*Sup. C.* 840.
487	" 11, "	Militia.
488	" 11, "	*Canc. C.* 526.
489	" 12, "	Passages.
490	" 13, "	Ordn. Select Committee.
491	" 13, "	Ordn. Select Committee.
492	" 14, "	*Sup. Dress Reg.*
493	" 17, "	Prisons.

Number.	Date.	Heading, Explanations, &c.
494	Oct. 20, 1859	*Temp.*
495	" 21, "	Prisoners.
496	" 29, "	*Sup. C.* 840.
497	Nov. 1, "	*Sup. G. O.* 836.
498	" 7, "	Stores—1.
499	" 7, "	Stores—1.
500	" 8, "	*Sup. C.* 614.
501	" 9, "	*Sup. Q. Reg.*
502	" 10, "	Stores—6.
503	" 14, "	Militia.
503A	" 16, "	*Canc. C.* 688.
504	" 17, "	Works and Lands—2.
505	" 18, "	*Sup. Dress Reg.*
506	" 22, "	Ordnance.
507	" 23, "	Barrack Department—4.
508	" 24, "	*Temp.*
509	" 30, "	Pensioner Staff.
510	Dec. 5, "	*Canc. C.* 841.
511	" 8, "	Works and Lands—2.
512	" 9, "	Stores—4.
513	" 9, "	Discharges.
514	" 9, "	*Canc. C.* 824.
514A	" 9, "	Army Reserve Force.
515	" 10, "	Pay and Allowances—3.
516	" 10, "	Barrack Department—1.
517	" 12, "	Artillery & Engineers—1.
518	" 19, "	*Sup. Med. Reg.*
519	" 22, "	Stores—5.
520	" 23, "	Sick Pay.
521	" 24, "	Returns.
522	" 26, "	Barrack Department—3.
523	" 29, "	Army Reserve Force.
524	" 31, "	*Canc. C.* 688.
524A	" 31, "	*Temp.*
525	Jan. 4, 1860	*Sup. Med. Reg.*
526	" 7, "	Works and Lands—4.
527	" 9, "	Barrack Department—2.
528	" 12, "	*Sup. C.* 792.
529	" 13, "	Stores—4.
530	" 14, "	Barrack Department—2.
531	" 16, "	*Temp.*
531A	" 16, "	Medals & Honorary Dist.
532	" — "	*W. O. Office Rules.*
533	" 19, "	Re-enlistment & Re-engag.
534	" 20, "	Passages.
535	" 20, "	*Sup. C.* 840.
536	" 20, "	Effects and Credits.
537	" 20, "	*Sup. C.* 673.
538	" 23, "	Clothing & Necessaries—1.
539	" 25, "	*Sup. C.* 689.
540	" 25, "	Works and Lands—1.
541	" 26, "	Stores—4.
542	" 27, "	Paymasters.
542A	Feb. 2, "	Barrack Department—5.
543	" 3, "	Barrack Department—6.
544	" 4, "	Farriers and Farriery.
545	" 8, "	Works and Lands—1.
546	" 9, "	Stores—6.
547	" 10, "	Barrack Department—5.
548	" 16, "	War Office—1.
549	" 13, "	Stores—2.
550	" 13, "	*Obsolete.*
551	" 14, "	Stores—5.
552	" 17, "	Barrack Department—1.
553	" 21, "	Postage.
554	" 21, "	Militia.
555	" 22, "	*Sup. Med. Reg.*

Number.	Date.	Heading, Explanations, &c.
556	Apr. 10, 1860	*Sup. Pure. Reg.*
557	" 24, "	Works and Lands—2.
558	Mar. 1, "	*Sup. C.* 629.
559	" 1, "	Stores—2.
560	" 1, "	Discharges.
561	" 3, "	Artillery & Engineers—1.
562	" 5, "	*Sup. C.* 840.
563	" 5, "	Works and Lands—2.
564	" 7, "	Commissariat.
565	" 10, "	Works and Lands—3.
566	" 10, "	*Sup. C.* 798 *and* 840.
567	" 10, "	Militia.
568	" 13, "	*Sup. Med. Reg.*
569	" 17, "	Militia.
570	" 19, "	*Canc. C.* 694.
571	" 28, "	Works and Lands—4.
572	" 27, "	Militia.
573	" 27, "	Barrack Department—6.
574	" 27, "	Works and Lands—5.
575	" 28, "	Artillery & Engineers—3.
576	" 29, "	Barrack Department—5.
577	" 30, "	*W. O. Office Rules.*
578	" 30, "	*Sup. Pure. Reg.*
579	April 2, "	Works and Lands—4.
580	" 4, "	Correspondence.
581	" 21, "	Militia.
582	" 21, "	Stores—6.
583	" 23, "	Medals & Honorary Dist.
584	" 23, "	*Sup. C.* 792.
585	May 1, "	*Sup. C.* 694.
586	" 1, "	Stores—1.
587	" 1, "	Manufacturing Departm.
588	" 10, "	Stores—6.
589	" 15, "	Stores—2.
590	" 16, "	*Temp.*
591	" 16, "	Stores—2.
592	" 17, "	War Office—2.
593	" 26, "	Stores—5.
594	" 30, "	Works and Lands—3.
595	June 5, "	*W. O. Office Rules.*
596	" 8, "	*Sup. C.* 816.
597	" 8, "	*Sup. Pure. Reg.*
598	" 12, "	War Office—2.
599	" 12, "	*Sup. C.* 767.
600	" 19, "	Barrack Department—5.
601	" 19, "	Stores—2.
602	" 26, "	Regimental Accounts.
603	July 2, "	Works and Lands—1.
604	" 3, "	*Sup. C.* 694.
605	" 7, "	Medical Department.
606	" 11, "	Barrack Department—3.
607	June 19, "	*Sup. Vol. Reg.*
608	July 13, "	Barrack Department—6.
609	" 17, "	Barrack Department—5.
610	" 19, "	War Office—3.
611	" 23, "	*Sup. C.* 840.
612	" 28, "	Stores—8.
613	" 28, "	Stores—5.
614	" 30, "	Regimental Accounts.
615	" 31, "	War Office—1.
616	Aug. 3, "	*Sup. C.* 824.
617	" 8, "	*Sup. Vol. Reg.*
618	" 9, "	*Temp.*
619	" 11, "	*Temp.*
620	" 17, "	Stores—6.
621	" 21, "	Clothing & Necessaries—1.
622	" 23, "	Works and Lands—3.

Number.	Date.	Heading, Explanations, &c.
623	Aug. 25, 1860	*Sup. C.* 694.
624	" 28, "	Stores—5.
625	" 30, "	*Sup. C.* 792.
626	" 30, "	Stores—6.
627	" 30, "	Passages.
628	" 31, "	Artillery & Engineers—2.
629	Sep. 10, "	Pay and Allowances—1.
630	" 11, "	*Sup. Dress Reg.*
631	" 12, "	Barrack Department—2.
632	" 15, "	*Canc. C.* 824.
633	Oct. 9, "	Barrack Department—2.
634	" 10, "	*Sup. C.* 792.
635	" 13, "	*Obsolete.*
636	" 20, "	Clothing & Necessaries—1.
637	" 27, "	Stores—7.
638	" 27, "	*Canc. C.* 686.
639	Nov. 1, "	*Temp.*
640	Oct. 30, "	Relative Rank.
641	Sep. 27, "	Relative Rank.
642	Nov. 22, "	Pensioners.
643	" 5, "	Commissions.
644	" 10, "	Militia.
645	" 14, "	*Temp.*
646	" 23, "	Militia.
647	" 23, "	Clerks in Staff Offices.
648	" 24, "	Postage.
649	" 26, "	Relative Rank.
650	" 29, "	Commissariat.
651	Dec. 5, "	*Sup. C.* 723.
652	" 7, "	Rations and Messing.
653	" 11, "	Stores—6.
654	" 24, "	Advertisements.
655	" 17, "	Commissariat.
656	" 24, "	*Sup. Purv. Reg.*
657	" 28, "	Stores—3.
658	Jan. 1, 1861	Stores—2.
659	" 8, "	Barrack Department—3.
660	" 31, "	Stores—2.
661	" 8, "	Paymasters.
662	" 16, "	Commissariat.
663	" 17, "	Pay and Allowances—1.
664	" 25, "	War Office—3.
665	" — "	*Temp.*
666	Feb. 16, "	Stores—9.
667	Mar. 13, "	*Canc. C.* 738.
668	" 14, "	Barrack Department—2.
669	" 16, "	Pensioner Staff.
670	" 27, "	Instruction of Musketry.
671	" 30, "	Clothing & Necessaries—1.
672	" 28, "	*Canc. C.* 825.
673	April 5, "	Ordnance.
674	" 5, "	Stores—4.
675	Mar. 28, "	Commissions.
676	April 8, "	Ordnance.
677	" 20, "	Stores—3.
678	" 26, "	Arms and Armourers.
No No	" 26, "	Stores—4.
679	May 1, "	Purveyor's Department.
680	" 1, "	*Temp.*
681	" 7, "	Militia.
682	Apr. 23, "	Servants.
683	May 20, "	Medical Department.
684	" 22, "	*Sup. C.* 798.
685	" 28, "	*Sup. C.* 767.
686	" 28, "	Pensions.
687	" 30, "	Barrack Department—3.
688	" 16, "	Chaplains' Department.
689	Apr. 23, 1861	Military Store Department.
690	June 12, "	Military Store Department.
691	" 15, "	*Sup. C.* 721.
692	" 15, "	*Sup. C.* 767.
693	" 20, "	Barrack Department—5.
694	" 27, "	Militia.
695	July 3, "	Fires and Fire Engines.
696	" 3, "	Arms and Armourers.
697	" 15, "	Arms and Armourers.
698	" 27, "	Relative Rank.
699	" 31, "	Passages.
700	" 25, "	Stores—9.
701	Aug. 6, "	Clerks in Staff Offices.
702	July 30, "	Discharges.
703	Aug. 7, "	Cells.
704	" — "	*Temp.*
705	" 15, "	Military Store Department.
706	" 21, "	*Sup. C.* 798.
707	" 22, "	Ordnance.
708	" 28, "	Artillery & Engineers—1.
709	" 29, "	Superannuation Allowan.
710	Sep. 2, "	*Sup. C.* 840.
711	Aug. 31, "	Savings Banks.
712	Sep. 16, "	Barrack Department—4.
713	" 26, "	Medical Department.
714	" 28, "	*Obsolete.*
715	" 27, "	Army Hospital Corps.
716	" 27, "	Instruction of Musketry.
717	Oct. 10, "	Purveyor's Department.
718	" 1, "	Recruiting.
719	" 16, "	Discharges.
720	" 16, "	Clothing & Necessaries—1.
721	" 25, "	Bibles and Prayer Books.
722	" 30, "	*Canc. C.* 865.
723	Nov. 1, "	Stationery.
724	" — "	*Temp.*
725	" 11, "	Ordnance.
No No.	Dec. 4, "	Schools & Schoolmasters.
726	" 7, "	Barrack Department—5.
727	" 12, "	Stores—5.
728	" 10, "	Medals & Honorary Dist.
729	" 17, "	Superannuation Allowan.
730	July 13, "	Chaplains' Department.
731	Dec. 27, "	Stores—5.
732	" 21, "	Stores—1.
733	Jan. 1, 1862	Army Hospital Corps.
734	" 10, "	*Temp.*
735	" 1, "	Commissions.
736	" 20, "	Artillery & Engineers—1.
737	" 30, "	Returns.
738	Feb. 7, "	Works and Lands—2.
739	" 15, "	*Temp.*
740	" 14, "	*Sup. Dress Reg.*
741	" 24, "	Servants.
742	" 25, "	Chaplains' Department.
743	" 25, "	Magazines.
744	Mar. 10, "	School of Gunnery.
745	" 5, "	Barrack Department—2.
746	" 13, "	Works and Lands—5.
747	" 31, "	Effects and Credits.
748	April 1, "	Militia.
749	" 2, "	Courts-martial.
750	Mar. 31, "	Clothing & Necessaries—1.
751	" 31, "	Military Store Department.
752	Apr. 26, "	Field Allowances.
753	May 2, "	*Sup. C.* 840.
754	" 2, "	*Sup. C.* 840.

Number.	Date.	Heading, Explanations, &c.
755	Apr. 30, 1862	*Sup. C.* 839.
756	May 1, „	Stores—1.
757	„ 2, „	Stores—6.
758	„ 20, „	*Sup. C.* 840.
759	„ 26, „	*Temp.*
760	„ 27, „	Schools & Schoolmasters.
761	„ 29, „	*Sup. C.* 840.
762	„ 29, „	Stores—2.
763	„ 31, „	Pensioners.
764	June 11, „	*Temp.*
765	„ 18, „	Stores.
766	„ 21, „	Commissions.
767	„ 26, „	Barrack Department—2.
768	„ 24, „	Works and Lands—1.
769	„ 24, „	Barrack Department—5.
770	„ 24, „	Barrack Department—5.
771	July 7, „	*Sup. C.* 840.
No No.	„ 15, „	Schools & Schoolmasters.
772	„ 18, „	Works and Lands—5.
773	June 11, „	Sick Pay.
774	July 15, „	Militia.
775	Aug. 12, „	Passages.
776	„ 18, „	Barrack Department—4.
777	„ 20, „	Rail. Charg., Warrts., &c.
778	„ 20, „	Medical Department.
779	„ 20, „	Riding Masters.
780	„ 29, „	Pay and Allowances—4.
781	Sept. 1, „	*Temp.*
782	„ 12, „	Stores—8.
783	„ 12, „	*Sup. C.* 840.
784	„ 24, „	Barrack Department—5.
785	„ 30, „	Medals & Honorary Dist.
786	„ 18, „	Clothing & Necessaries—1.
787	Oct. 8, „	Stores—8.
788	„ 28, „	Barrack Department—6.
789	„ 24, „	Clothing & Necessaries—1.
790	Nov. 7, „	Books.
791	„ 7, „	Barrack Department—5.
792	„ 12, „	Clothing & Necessaries—1.
793	„ 27, „	*Temp.*
794	Dec. 2, „	Stores—2.
795	„ 2, „	*Sup. C.* 840.
796	„ 6, „	Barrack Department—2.
797	„ 27, „	Clothing & Necessaries—1.
798	Jan. 7, 1863	Lib. & Recreation Rooms.
799	„ 26, „	Civil Offences.
800	„ 27, „	*Temp.*
801	„ 31, „	*Sup. C.* 853.
802	Feb. 2, „	Barrack Department—4.
803	Jan. 31, „	Commissions.
804	Feb. 3, „	Clothing & Necessaries—2.
805	„ 9, „	*Sup. C.* 865.
806	„ 9, „	Works and Lands—5.
807	Mar. 18, „	Remittances.
808	„ 7, „	*Canc. C.* 825.
809	„ 9, „	Commissions.
810	„ 6, „	Clothing & Necessaries—1.
811	„ 12, „	Purveyor's Department.
812	„ 23, „	Barrack Department—5.
813	„ 27, „	Barrack Department—2.
814	„ 30, „	Remittances.
815	April 1, „	*Temp.*
816	Mar. 30, 1863	Rations and Messing.
817	April 8, „	Barrack Department—4.
818	„ 8, „	Penal Servitude.
819	„ 13, „	Purveyor's Department.
820	„ 22, „	Prisons.
No No.	May 19, „	Schools & Schoolmasters.
821	„ 25, „	Schools & Schoolmasters.
822	„ 29, „	*Temp.*
823	„ 29, „	Barrack Department—1.
824	„ 26, „	Stores—1.
825	„ 1, „	Relative Rank.
826	June 3, „	Works and Lands—3.
827	„ 5, „	Clothing & Necessaries—1.
828	„ 30, „	Cooks and Cooking.
829	July 4, „	Purveyor's Department.
830	„ 17, „	Discharges.
831	„ 21, „	Rations and Messing.
Ad. Cir.	Aug. 3, „	Relative Rank.
832	„ 6, „	Stores—5.
833	„ 14, „	Medals & Honorary Dist.
834	„ 25, „	Medical Department.
835	Sept. 5, „	*Temp.*
836	„ 7, „	War Office—3.
837	„ 29, „	Clothing & Necessaries—1.
838	Oct. 9, „	Works and Lands—2.
839	„ 15, „	Effects and Credits.
840	„ 29, „	Schools & Schoolmasters.
841	Nov. 6, „	Stores—5.
842	„ 23, „	*Temp.*
843	„ 25, „	War Office—1.
844	„ 23, „	Records of Service.
845	Dec. 7, „	Barrack Department—2.
846	„ 9, „	Lib. & Recreation Rooms.
847		*Not Published.*
848	Jan. 23, 1864	Purveyor's Department.
849	„ 30 „	Medical Department.
850	„ 23, „	Paymasters.
851	Feb. 13, „	Barrack Department—2.
852	Mar. 3, „	Effects and Credits.
853	„ 3, „	Clothing & Necessaries—1.
854	„ 7, „	Army Hospital Corps.
855	„ 17, „	*Temp.*
856	„ 31, „	Purveyor's Department.
857	„ 31, „	*Temp.*
I. D. 11246	Apr. 25, „	Income Duty.
858	„ 29, „	Militia.
859	„ 30, „	Ordnance.
52 100, Hus.	May — „	Clothing & Necessaries—1.
860	„ 9, „	Clothing & Necessaries—1.
861	„ 18, „	Stationery.
862	„ 5, „	Saddlers, Saddlery, &c.
863	June 1, „	War Office—2.
864	„ 1, „	War Office—2.
865	„ 6, „	Re-enlist. & Re-engagme.
866		*Not Published.*
867	„ 15, „	Commissions.
868	„ 17, „	Stores—2.
C. M. 5	„ 30, „	Barrack Department—5.
869	July 6, „	Stores—7.
870	„ 12, „	Manufacturing Departm.

LIST

Showing the Numbers and Dates of Horse Guards Circular Memoranda issued between the 31st December, 1859,* and July, 1864, and containing References to the Heading under which each may be found in the body of the Work, or Explanations (printed in italics) as to the cause of Omission.

ABBREVIATIONS—Q. Reg., *Queen's Regulations;* W. O. Reg., *War Office Regulations;* Vol. Reg., *Volunteer Regulations;* Med. Reg., *Medical Regulations;* Purv. Reg., *Purveyor's Regulations;* Musk. Reg., *Musketry Regulations;* M. Act, *Mutiny Act;* F. Ex., *Field Exercise;* Sup., *Superseded;* Canc., *Cancelled;* Temp., *Temporary.*

Number.	Date.	Heading, Explanations, &c.	Number.	Date.	Heading, Explanations, &c.
1	Jan. 11, 1860	Army Reserve Force.	47	July 3, 1860	Instruction of Musketry.
2	" 21, "	Recruiting.	48	" 4, "	Pay and Allowances—2.
3	" — "	*Not Published.*	49	" 5, "	Records of Service.
4	Feb. 8, "	*Sup. Vol. Reg.*	50	" 11, "	*Temp.*
5	" 15, "	*Sup. Vol. Reg.*	51	" 17, "	Clothing & Necessaries—2.
6	" 18, "	*Temp.*	52	" 19, "	Medical Department.
7	" 20, "	Arms and Armourers.	53	" 20, "	Honours, Salutes, &c.
8	" 21, "	Records of Service.	54	" 21, "	Deserters.
9	" 22, "	Deserters.	55	Aug. 6, "	Honours, Salutes, &c.
10	" 23, "	*Temp.*	56	" 7, "	Discharges.
11	" 24, "	Recruiting.	57	" 16, "	Honours, Salutes, &c.
12	" 25, "	*Temp.*	58	" 17, "	Courts-martial.
13	Mar. 3, "	Courts-martial.	59	" 18, "	Courts-martial.
14	" 12, "	Ordnance Select Commit.	60	" 20, "	*Temp.*
15	" 13, "	Artillery & Engineers—3.	61	" 24, "	Commissions.
16	" 14, "	*Canc. C. M.* 120.	62	" 27, "	Examinations.
17	" 24, "	*Sup. C.* 582.	63	" 31, "	Ordnance Select Commit.
18	" 29, "	Returns.	64	Sept. 3, "	*Sup. C. M.* 122.
19	" — "	*Not Published.*	65	" 5, "	Discharges.
20	" 31, "	*Sup. G. O.* 806.	66	" 6, "	Medals & Honorary Dist.
21	April 2, "	Ordnance Select Commit.	67	" 14, "	*Temp.*
22	" 4, "	Medals & Honorary Dist.	68	" 15, "	Discharges.
23	" 7, "	*Sup. Dress Reg.*	69	" 15, "	Miscellan. Regulations.
24	" 9, "	Discharges.	70	" 17, "	*Temp.*
25	" 10, "	Returns.	71	" 18, "	Lib. & Recreation Rooms.
26	" 11, "	Returns.	72	" 20, "	*Sup C.* 854.
27	" 23, "	Courts-martial.	73	Oct. 2, "	*Sup. M. Act.*
28	" 30, "	Returns.	74	" 3, "	*Temp.*
29	" 30, "	*Sup. G. O.* 806.	75	" 4, "	*Temp.*
30	May 1, "	*Temp.*	76	" 11, "	*Sup. F. Ex.*
31	" 2, "	Discharges.	77	" 12, "	Recruiting.
32	" 3, "	*Sup. C.* 798 *and* 840.	78	" 13, "	Works and Lands—1.
33	" 14, "	Courts-martial.	79	" 30, "	*Sup. F. Ex.*
34	" 16, "	*Temp.*	80	" 22, "	Miscellan. Regulations.
35	" 22, "	*Sup. C. M.* 196.	81	" 25, "	Examinations.
36	" 25, "	Deserters.	82	" 26, "	Clothing & Necessaries—1.
37	" 26, "	Clothing & Necessaries—2.	83	" 31, "	*Temp.*
38	" 30, "	*Sup. C. M.* 183.	84	Nov. 9, "	Arms and Armourers.
39	June 2, "	Farriers and Farriery.	85	" 12, "	Saddlers and Saddlery.
40	" 6, "	*Temp.*	86	" 13, "	Recruiting.
41	" 12, "	Barrack Department—6.	87	" 16, "	Courts-martial.
42	" 13, "	Honours, Salutes, &c.	88	Dec. 4, "	Discharges.
43	" 14, "	*Canc. C. M.* 130.	89	" 7, "	*Sup. C.* 792.
44	" 15, "	*Sup. F. Ex.*	90	" 10, "	Staff College.
45	" 16, "	Arms and Armourers.	91	" 11, "	Recruiting.
46	" — "	*Not Published.*	92	Jan. 8, 1861	Recruiting.

* Circular Memoranda of previous dates were incorporated with the Queen's Regulations when revised on the 31st December, 1859.

Number.	Date.	Heading, Explanations, &c.
93	Dec. 15, 1860	Returns.
94	" 18, "	Manufacturing Departmt
95	" 19, "	Barrack Department—5.
96	" 20, "	Books.
97	" 21, "	Correspondence.
98	" 22, "	Recruiting.
99	" 24, "	Horses.
100	" 31, "	Arms and Armourers.
101	Jan. 8, 1861	Recruiting.
102	" 15, "	*Sup. Purv. Reg.*
103	" 16, "	Horses.
104	" 25, "	Discharges.
105	Feb. 11, "	*Temp.*
106	" 15, "	Commissions.
107	" 20, "	Clothing & Necessaries—2
108	" 21, "	Penal Servitude.
109	" 25, "	*Sup. Musk. Reg.*
110	" 28, "	Staff College.
111	Mar. 2, "	Clerks in Staff Offices.
112	" 6, "	*Temp.*
113	" 7, "	Records of Service.
114	" 8, "	*Canc. C. M.* 121.
115	" 12, "	Cells.
116	" 14, "	*Temp.*
117	" 15, "	*Sup. C.* 840.
118	" 16, "	Commissions.
119	" 18, "	Instruction of Musketry.
120	" 20, "	Ammunition.
121	" 25, "	Courts-martial.
122	April 1, "	Clothing & Necessaries—1.
123	" 8, "	*Sup. Dress Reg.*
124	" 9, "	*Sup. C.* 840.
125	" 12, "	*Sup. C.* 840.
126	" 23, "	*Sup. C.* 840.
127	" 27, "	*Sup. C.* 792.
128	" 30, "	Arms and Armourers.
129	May 3, "	Establishments.
130	" 4, "	*Temp.*
131	" 9, "	Medals & Honorary Dist.
132	" 20, "	Horses.
133	" 27, "	Saddlers and Saddlery.
134	" 28, "	Depôts & Depôt Battalions.
135	" 29, "	Depôts & Depôt Battalions.
136	" 30, "	Clothing & Necessaries—2.
137	" 31, "	Courts-martial.
138	June 6, "	Artillery & Engineers—2.
139	" 8, "	*Sup. G. O.* 806.
140	" 12, "	Penal Servitude.
141	" 17, "	Records of Service.
142	" 18, "	Discharges.
143	July 3, "	*Temp.*
144	" 15, "	Clothing & Necessaries—2.
145	" 20, "	Courts-martial.
146	Aug. 6, "	Yeomen of the Guard.
147	" 10, "	Clothing & Necessaries—2.
148	" 19, "	Miscellan. Regulations.
149	" 21, "	*Sup. Musk. Reg.*
150	" 23, "	Bands.
151	" 26, "	*Sup. C.* 720.
152	" 28, "	*Sup. C.* 792.
153	" 28, "	*Sup. C.* 792.
154	Sept. 5, "	*Sup. Musk. Reg.*
155	" 6, "	*Sup. Vol. Reg.*
156	" 7, "	*Temp.*
157		*Not Published.*
158	" 14, "	Purveyor's Department.
159	" 21, "	*Sup. C.* 792.
160	Sep. 27, 1861	*Temp.*
161	Oct. 8, "	*Temp.*
162	" 9, "	Pay and Allowances—4.
163	" 21, "	*Temp.*
164	" 22, "	Books.
165	" — "	*Not Published.*
166	Nov. 4, "	*Temp.*
167	" 28, "	Honours, Salutes, &c.
168	" 29, "	Commissions.
169	" 30, "	*Temp.*
170	Dec. 2, "	Discharges.
171	" 10, "	Barrack Department—6.
172	Nov. 11, "	*Sup. C.* 840.
173	Dec. 30, "	*Sup. C.* 840.
174	" 31, "	Records of Service.
175	Jan. 2, 1862	Paymasters.
176	" 2, "	Clothing & Necessaries—2.
177	" 4, "	*Temp.*
178	" 8, "	*Temp.*
179	" 24, "	Clothing & Necessaries—2.
180	" 25, "	*Sup. C. M.* 196.
181	Feb. 10, "	Arms and Armourers.
182	" 11, "	Returns.
183	" 12, "	Miscellan. Regulations.
184	" 15, "	Discharges.
185	" 20, "	*Temp.*
186	" 28, "	Commissions.
187	Mar. 3, "	*Sup. C.* 792.
188	" 20, "	*Sup. Dress Reg.*
189	" 11, "	Master Tailors.
190	" — "	*Not Published.*
191	" 20, "	*Sup. C.* 840.
192	" 25, "	Medals & Honorary Dist.
193	" 29, "	*Sup. C.* 792.
194	April 3, "	*Sup. Musk. Reg.*
195	" 4, "	*Sup. Musk. Reg.*
196	" 5, "	*Sup. C. M.* 248.
197	" 7, "	Army Hospital Corps.
198	" 8, "	Establishments.
199	" 23, "	Arms and Armourers.
200	" 24, "	Horses.
201	May 5, "	*Sup. C.* 792.
202	" 7, "	Discharges.
203	" 10, "	*Temp.*
204	Apr. 17, "	Arms and Armourers.
205	June 3, "	*Temp.*
206	" 5, "	*Sup. C.* 792.
207	" 16, "	Records of Service.
208	" 17, "	Discharges.
209	" 18, "	Courts-martial.
210	July 4, "	*Sup. C.* 840.
211	" 5, "	Discharges.
212	" 8, "	*Sup. C. M.* 264.
213	" 15, "	Gentlemen-at-Arms.
214	Aug. 9, "	*Temp.*
215	" 25, "	*Sup. F. Ex.*
216	" 27, "	*Sup. F. Ex.*
217	" 28, "	Courts-martial.
218	" 29, "	Bands.
219	" 31, "	Instruction of Musketry.
220	Sept. 2, "	Commissions.
221	" 19, "	Master Tailors.
222	" 30, "	*Temp.*
223	Oct. 1, "	*Sup. F. Ex.*
224	" 3, "	Army Hospital Corps.
225	" 4, "	Cells.
226	" 5, "	Ammunition.

Number.	Date.	Heading, Explanations, &c.	Number.	Date.	Heading, Explanations, &c.
227	Oct. 27, 1862	Depôts & Depôt Battalions.	266	June 25, 1863	Correspondence.
228	" 29, "	Drums, Fifes, and Bugles.	267	" 29, "	Records of Service.
229	" 30, "	*Sup. Musk. Reg.*	268	July 6, "	Courts-martial.
230	Nov. 12, "	Clothing & Necessaries—2.	269	" 8, "	Gymnastics.
231	" 13, "	Instruction of Musketry.	270	" 11, "	Field and Gun Exercises.
232	" 17, "	Riding Masters.	271	" 14, "	Militia.
233	" 25, "	Medals & Honorary Dist.	272	" 15, "	Cavalry Regulations.
234	Dec. 2, "	Deserters.	273	" 16, "	Miscellan. Regulations.
235	" 3, "	Arms and Armourers.	274	Sep. 19, "	Arms and Armourers.
236	Jan. 1, 1863	Recruiting.	275	Oct. 5, "	Schools & Schoolmasters.
237	" 7, "	Clothing & Necessaries—2.	276	" 31, "	*Sup. Musk. Reg.*
238	Feb. 6, "	Depôts & Depôt Battalions.	277	" 13, "	*Sup. C.* 854.
239	" 9, "	*Canc. C. M.* 251.	278	" 30, "	*Sup. Musk. Reg.*
240	" 12, "	Records of Service.	279	" 31, "	*Sup. Musk. Reg.*
241	" 16, "	Returns.	280	Nov. 4, "	Cavalry Regulations.
242	" 20, "	*Temp.*	281	" 9, "	*Sup. Musk. Reg.*
243	" 21, "	Drums, Fifes, and Bugles.	282	Dec. 2, "	Cooks and Cooking.
244	" 25, "	Deserters.	283	Jan. 4, 1864	Field and Gun Exercises.
245	" 28, "	Depôts & Depôt Battalions.	284	" 12, "	*Temp.*
246	Mar. 21, "	Cavalry Regulations.	285	Mar. 4, "	Recruiting.
247	" 24, "	Returns.	286	" 10, "	*Temp.*
248	April 1, "	Establishments.	287	" 12, "	Schools & Schoolmasters.
249	" 4, "	Field and Gun Exercises.	288	" 14, "	Staff College.
250	" 11, "	Master Tailors.	289	" 19, "	Commissions.
251	" 13, "	*Temp.*	290	" 24, "	Lib. & Recreation Rooms.
252	" 21, "	*Temp.*	291	Apr. 25, "	Farriers and Farriery.
253	" 23, "	Barrack Department—1.	292	" 12, "	Books.
254	" 25, "	Depôts & Depôt Battalions.	293	" 15, "	Records of Service.
255	" 27, "	*Temp.*	294	" 27, "	Commissariat.
256	May 4, "	*Temp.*	295	May 2, "	Returns.
257	" 11, "	Artillery & Engineers—3.	296	" 4, "	Purveyor's Department.
258	" 13, "	Medical Department.	297	" 12, "	Recruiting.
259	" 15, "	Correspondence.	298	" 19, "	Re-enlistment & Re-engag.
260	" 21, "	Pay and Allowances—3.	299	" 24, "	*Temp.*
261	" 25, "	Savings Banks.	300	" 28, "	Schools & Schoolmasters.
262	" 27, "	Field and Gun Exercises.	301	June 7, "	Instruction of Musketry.
263	" 28, "	Regimental Accounts.	302	" 21, "	Manufacturing Depart.
264	June 3, "	Prisoners.	303	" 25, "	Clothing & Necessaries—1.
265	" 20, "	Instruction of Musketry.	304	July 7, "	Miscellan. Regulations.

LIST

Showing the Numbers and Dates of Horse Guards General Orders issued between the 31st December, 1859,* and July, 1864, and containing References to the Heading under which each may be found in the body of the Work, or Explanations as to the cause of Omission.

ABBREVIATIONS—Q. Reg., *Queen's Regulations*; W. O. Reg., *War Office Regulations*; Vol. Reg., *Volunteer Regulations*; Med. Reg., *Medical Regulations*; Purv. Reg., *Purveyor's Regulations*; Musk. Reg., *Musketry Regulations*; M. Act., *Mutiny Act*; F. Ex., *Field Exercise*; Sup., *Superseded*; Canc., *Cancelled*; Temp., *Temporary*.

Number.	Date.	Heading, Explanations, &c.	Number.	Date.	Heading, Explanations, &c.
740	Jan. 12, 1860	*Temp.*	785	April 8, 1861	*Temp.*
741	" 13, "	*Temp.*	786	" 24, "	*Sup. G. O.* 831.
742	" 14, "	*Temp.*	787	May 2, "	*Sup. Musk. Reg.*
743	" 23, "	*Temp.*	788	" 6, "	*Temp.*
744	Feb. 23, "	Commissions.	789	June 20, "	Commissions.
745	" 25, "	*Temp.*	790	" 29, "	*Temp.*
746	" 28, "	*Temp.*	791	July 1, "	Medical Department.
747	Mar. 26, "	*Temp.*	792	Aug. 5, "	*Temp.*
748	" 31, "	*Temp.*	793	" 17, "	*Sup. G. O.* 806.
749	May 7, "	*Temp.*	794	" 24, "	*Temp.*
750	" 11, "	Miscellan. Regulations.	795	Sep. 25, "	*Temp.*
751	" 15, "	*Sup. Dress Reg.*	796	" 26, "	*Temp.*
752	" 23, "	*Temp.*	797	Oct. 10, "	*Temp.*
753	June 1, "	Commissions.	798	" 18, "	*Temp.*
754	" 15, "	Commissariat.	799	Nov. 29, "	*Temp.*
755	" 25, "	*Temp.*	800	Dec. 18, "	*Temp.*
756	" — "	*Not Published.*	801	Jan. 1, 1862	*Temp.*
757	" 28, "	*Temp.*	802	" 7, "	Miscellan. Regulations.
758	" 29, "	Commissions.	803	" 9, "	Field and Gun Exercises.
759	July 1, "	*Temp.*	804	" 10, "	*Temp.*
760	" 24, "	*Sup. C.* 722.	805	" 11, "	*Temp.*
761	Aug. 10, "	*Temp.*	806	" 14, "	Recruiting.
762	" 25, "	Artillery & Engineers—3.	807	Feb. 19, "	Commissions.
763	" 27, "	*Sup. Musk. Reg.*	808	Mar. 6, "	*Sup. G. O.* 831.
764	Sept. 1, "	*Temp.*	809	" 7, "	*Temp.*
765	" 4, "	*Temp.*	810	June 2, "	Records of Service.
766	" 14, "	Lib. & Recreation Rooms.	811	Oct. 2, "	*Temp.*
767	" 26, "	*Sup. C. M.* 147.	812	" 10, "	*Temp.*
768	Oct. 4, "	*Temp.*	813	" 14, "	*Temp.*
769	Nov. 1, "	*Temp.*	814	" 15, "	*Temp.*
770	" 24, "	*Temp.*	815	" 16, "	*Temp.*
771	Dec. 22, "	*Temp.*	816	Nov. 15, "	*Temp.*
772	Jan. 1, 1861	*Temp.*	817	Dec. 1, "	*Temp.*
773	" 2, "	*Temp.*	818	Jan. 22, 1863	*Temp.*
774	" 3, "	*Temp.*	819	" 26, "	*Temp.*
775 (1)	" 24, "	Artillery & Engineers—3.	820	Mar. — "	*Temp.*
775 (2)	" 16, "	Schools & Schoolmasters.	821	" — "	*Temp.*
776	Feb. 8, "	Commissions.	822	" 23, "	*Temp.*
777	Mar. 4, "	*Canc. G. O.* 783.	823	" 25, "	Lib. & Recreation Rooms.
778	" 6, "	*Temp.*	824	April 4, "	Discharges.
779	" 21, "	*Temp.*	825	May 14, "	*Temp.*
780	" 22, "	*Temp.*	826	" 30, "	Gymnastics.
781	" — "	*Canc. before Issue.*	827	June 11, "	Commissions.
782	" 25, "	Honours, Salutes, &c.	828	July 13, "	Cooks and Cooking.
783	April 1, "	*Sup. G. O.* 831.	829	Aug. 1, "	Cavalry Regulations.
784	" 2, "	*Temp.*	830	" 22, "	*Temp.*

* General Orders of previous dates were incorporated with the Queen's Regulations when revised on the 31st December, 1859.

Number.	Date.	Heading, Explanations, &c.	Number.	Date.	Heading, Explanations, &c.
831	Aug. 25, 1863	Staff College.	841	Jan. 5, 1864	Discharges.
832	„ 26, „	Honours, Salutes, &c.	842	„ 25, „	*Temp.*
833	„ 31, „	Military Settlers.	843	Mar. 7, „	Instruction of Musketry.
834	Sept. 3, „	Colours of Regiments.	844	„ 23, „	*Temp*
835	„ 10, „	*Sup. Dress Reg.*	845	„ 29, „	*Temp.*
836	„ 21, „	*Temp.*	846	April 8, „	Instruction of Musketry.
837	Oct. 10, „	*Temp.*	847	„ 28, „	Miscellan. Regulations.
838	Nov. 6, „	*Temp.*	848	June 3, „	*Temp.*
839	Dec. 8, „	*Temp.*	849	July 14, „	Military Settlers.
840	Jan. 1, 1864	*Temp.*			

ADVERTISEMENTS.

W. O. Circ., 431. *1st June*, 1859.

Economy be studied.

THE Lords Commissioners of Her Majesty's Treasury having, in a Minute dated 11th March, 1859, enjoined on the various public departments the strictest economy in the expenditure on the publication of Government advertisements, Secretary Major General Peel, in directing a copy of their Lordships' Minute to be circulated for the information and guidance of the several branches of the War Department, requests that special attention may be paid thereto.

B. HAWES.

Copy of Treasury Minute dated 11th March, 1859.

MY Lords have under their consideration the large amount paid annually for Government advertisements, and the number of newspapers in which those advertisements are published.

My Lords are well aware of the importance of giving every needful publicity to advertisements inviting tenders for public service, in order to secure as large an amount of competition as possible; but it appears to their Lordships that the cost of their publication might be considerably reduced, without injury to the public service, if the heads of the several departments were to give directions for confining the advertisements to a description of the general nature of the proposed tender and of the articles required, omitting all unnecessary detail, and with the insertion of a note referring persons to the Department for all further particulars—a practice which my Lords observe has been adopted in the Department of the Secretary of State for India.

My Lords request, therefore, that the matter may receive the attention of the Departments of Government in which numerous and extensive tenders are necessarily invited by public advertisements, with a view to a saving of expense to the public by the adopting shorter forms of advertisements in future.

Transmit copy of this Minute to the War Office, Admiralty, Customs, Inland Revenue, General Post Office.—T.

W. O. Circ., 654. HOME. *24th Dec.*, 1860.

Insertion and Payment.

MR. SECRETARY HERBERT having appointed Mr. R. F. White, of 23 Fleet Street, London, sole agent to this office for advertisements inserted in newspapers in the United Kingdom, the following rules are to be strictly adhered to:—

Advertisements for the metropolitan papers are to be sent direct to Mr. White for insertion.

As regards provincial papers, advertisements are to be sent direct to the respective editors, who should be instructed to claim payment from Mr. White, to whom they should forward their accounts and vouchers.

The mode of payment for advertisements heretofore adopted by officers at the out-stations will, therefore, from the date of this Circular, be discontinued, and no provision for this item of expenditure need be made by them in their estimates.—R.

To Commanding Engineers, Commissariat, and Military Store Officers, Officers of Engineers on Surveys, Barrack-masters, and Purveyors.

B. HAWES.

AMMUNITION.*

H. G. Circ. Mem., 120. AT HOME AND ABROAD. *20th March*, 1861.

Reserves in field.

DOUBTS having arisen as to the relative duties of the Adjutant General's Department and the commanding officer of artillery with an army, as regards reserves of ammunition, and it being a matter of importance to the efficiency of the army that those duties should be clearly defined, and no uncertainty should exist as to the functions of the officers concerned in the provision of ammunition for the use of the troops, His Royal Highness the General Commanding in Chief deems it expedient to direct that the Circular dated Horse Guards, 14th March, 1860, general number 16, be considered as cancelled, and, with the concurrence of the Secretary of State for War, the following Regulations substituted:—

1. The Adjutant General of an army in the field is responsible to the General Commanding in Chief for the ammunition of that army.

2. To enable him efficiently to perform this duty, he will be furnished, as often as he may deem necessary, by the officer commanding the Royal Artillery and the chief military store officer with the army, with returns of the state of the reserves in Royal Artillery and Military Store charge respectively.

3. The assistant adjutants general of divisions will be held responsible that the officers commanding the divisions are at all times made acquainted with the state of their reserves of ammunition, and as often as may be required will be furnished with the necessary reports from the officers commanding the Royal Artillery of the division, and any deficiency in the regulated amount of ammunition is to be immediately made known to the Adjutant General of the army.

4. The first and second reserves of gun and small arm ammunition are to be in charge of the Royal Artillery, and conveyed and replenished as hereinafter directed; the third reserves of gun and small arm ammunition, and the grand depôt of reserve, will be in the custody of the Military Store Department.

5. The first reserve of ammunition for the guns (about fifty rounds per gun) is that contained in the second line of wagons of each battery.

6. The first reserve for small arms (about thirty rounds per man) will be conveyed in small arms ammunition wagons attached to the field batteries of the several divisions, and each of these wagons will be provided with cradles to admit of the ammunition being taken by the leading horses of the teams to such positions as it may be found impracticable to reach with the wagons themselves. Should the state of the country in which the army is acting render it necessary to adopt any other method of transporting this reserve, the means by which it is to be accomplished are to be determined by the General Commanding in Chief, and carried out by the Royal Artillery.

This reserve is, under all circumstances, to be at hand, and, in the event of it being found necessary to separate the wagons from the batteries to which they are attached, the divisional commanding officers of artillery must make arrangements for their being placed under proper charge, in some safe spot, easily accessible to the troops, in order that no unnecessary delay

* See also STORES 5 and 6.

may occur when occasion shall arise for making issues to corps whose supplies are exhausted. Reserv field.

7. The second reserve for guns and small arms (at the rate of forty-eight rounds per gun, and fifty rounds per man) will be conveyed by the Royal Artillery, in wagons of the service, or by such other means as circumstances may require, and are always to be up with the army, but kept, as far as practicable, from under fire.

8. The reserves referred to in the two preceding paragraphs are to be under the immediate orders of the officers in command of artillery with each division, who will be responsible to the officer commanding the division, that the ammunition of the first reserves is from time to time completed, as far as circumstances will permit, from the second reserves. The second reserves are to be completed from the reserves under the charge of the Military Store Department, upon requisitions of the officer commanding the Royal Artillery with the army, made through the Adjutant General. On emergency, however, the military store officers in charge of reserves of ammunition are to make issues on requisitions of assistant adjutants general of divisions.

9. The third reserve for guns and small arms, in charge of the Military Store Department, should not be more than an ordinary two days' march in rear of the army; its transport is to be provided for in such manner as the General Commanding in Chief may consider the most advantageous. Should the base of operations, where the grand depôt of reserve is placed, be farther distant than an ordinary two days' march from the reserves last mentioned, intermediate reserves will be required; upon the organization and disposition of which the commanding officer of artillery and the chief military store officer should be required to report to the Adjutant General, that the General Commanding in Chief may determine what course should be followed to ensure a regular and sufficient supply of ammunition from the grand depôt of reserve for the use of the army.

10. The supply of ammunition in the field is to be obtained on requisitions of commanding officers of corps to the assistant adjutants general of divisions, from whom the commanding officers of artillery of divisions will receive the orders of the general officer commanding as to the extent of issue to be made. When, however, the army, or a part of it, is actually engaged, the commanding officers of artillery with divisions may issue ammunition on the requisition of any commanding officer whose corps may be in want of it, reporting that he has done so as provided in paragraph 3.

11. In fortresses, garrisons, &c., general officers commanding are to hold the military storekeeper responsible that the reserve of small arm ammunition in his charge is equal to the authorized proportions, and available at all times for issue if required.

12. The reserve referred to in the 11th paragraph is to be maintained to the extent authorized by the Secretary of State for War, in addition to the store of small arm ammunition for the current service of regiments and corps, the quantities for which service are to be determined by the general officers commanding, in accordance with the Queen's Regulations, pages 112 and 113, and communicated by the Adjutant General to the military storekeeper, that he may, by demand on the War Office from time to time, obtain the necessary supplies. Issues from this store of ammunition are to be made on requisitions of commanding officers of regiments and corps, to be sent through the Adjutant General, for the authority of the General officer commanding, *if abroad*, and *if at home*, of the Secretary of State for War.

13. Small arm ammunition *wagons have been* sent to the camps of

serves in ld.

instruction at home, and general officers in command at those camps are to accustom the troops to obtain small arm ammunition *for exercise* when in the field, in the manner that would be followed in actual warfare, in the event of the supply of *ball cartridge* with the infantry being exhausted.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 226. AT HOME AND ABROAD. *5th Oct.*, 1862.

ervice."

REFERRING to paragraph 21, page 116 of the Queen's Regulations and Orders for the army, which forbids the use of service ammunition for practice, and *vice versâ*, His Royal Highness the General Commanding in Chief, in concurrence with the Secretary of State for War, is now pleased to direct, that the service ammunition in the men's pouches shall, in future, be expended annually in practice, and be replaced from time to time by a similar quantity of the ammunition supplied for the annual practice of the corps.

By this arrangement the service ammunition, being exchanged every year, will always be maintained in good order, even in damp climates, where powder is apt to deteriorate.

This measure is accordingly to be carried out on receipt of the next annual issues of practice ammunition, and any objection which may be made, in the first instance, on the score of the exchange affecting the shooting in cases where the service ammunition has been an unusually long time in possession, may be met by commanding officers with an order to use it in file and volley firing, or at short ranges, where a little diminution in the strength of the powder is not of so much consequence.—S.P.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

ARMS* AND ARMOURERS.

W. O. Circ., 278.

VICTORIA R.

WHEREAS We have judged it expedient to establish a more perfect system of obtaining duly qualified armourer serjeants for service in regiments, battalions, and corps of our regular army and regiments of embodied militia: our will and pleasure is, that from the date of this our Royal Warrant all armourers intended for service in the regular army and regiments of embodied militia shall be enlisted and formed into a corps, to be called "The Corps of Armourer Serjeants," which corps shall be attached to the Royal Small Arms Repairing Factory at Millbank; and the men so enlisted into the said Corps of Armourer Serjeants shall be governed by the following rules and regulations:— Corps of Armoure

1*st*. The depôt of the corps at the repairing factory shall consist of one staff serjeant of armourers, and of armourer serjeants not exceeding 100.

2*d*. When a recruit offering himself for enlistment in the Corps of Armourer Serjeants shall have been duly approved, he shall be enlisted and attested as a private soldier, according to the provisions of the Mutiny Act; and if after a period of two months' probationary instruction at the royal small arms factory he shall be certified by the superintendent to be an efficient armourer he shall then be promoted to armourer serjeant.

3*d*. Every armourer serjeant, until required for service in a regiment, battalion, or corps of the regular army, or a regiment of embodied militia, shall be employed under the orders of the superintendent of the royal small arms factory.

4*th*. Whenever it shall be notified by the Adjutant General at headquarters that an armourer serjeant is required for service in a regiment, &c., a selection shall be made by the officer authorized by the Secretary of State for War from the list of men serving in the Corps of Armourer Serjeants, and the man so selected shall be recommended to the Commander in Chief for the purpose of being attached to the regiment, battalion, or corps requiring his services.

5*th*. On the disbandment of a regiment, battalion, or corps of the regular army, or regiment of embodied militia, the armourer serjeant attached thereto shall rejoin the Corps of Armourer Serjeants at Millbank, or elsewhere, as may be directed by the superintendent of the royal small arms factory, or such other officer as the Secretary of State for War shall direct.

6*th*. Every probationary armourer shall, during the period of probation, be allowed pay at the rate of 2*s*. 6*d*. a day for six days in the week. The staff serjeant of armourers, and every armourer serjeant, while employed in the corps, shall be entitled to the regimental pay of 2*s*. 1*d*. a day, including beer money which shall be made up to 7*s*. a day for the staff serjeant of armourers, and 5*s*. a day for each armourer serjeant, for six days in the week, being a total per week of £2 2*s*. and £1 10*s*. respectively, including an allowance in lieu of lodgings, fuel, and light; but neither the probationary armourers, the staff serjeant of armourers, nor the armourer serjeants, will be entitled to clothing, or any other allowance, while so employed.

* See also STORES 6.

pay of armourers. *7th.* An armourer serjeant while serving with a regiment, battalion, or corps of the regular army, or a regiment of embodied militia, shall be entitled to the pay, beer money, and clothing of a serjeant of such regiment, battalion, or corps.

8th. The service of the staff serjeant of armourers, or an armourer serjeant, whether with a regiment, battalion, or corps of the regular army, or regiment of embodied militia, or in the Corps of Armourer Serjeants at Millbank, or elsewhere, shall be allowed to reckon as serjeant's service towards claim to pension on discharge.

9th. The Corps of Armourer Serjeants shall, in all matters of discipline, be subject to the provisions of the Mutiny Act and Articles of War, and to the Rules and Regulations of Her Majesty's Service.—W.

Given at our Court of St. James's this 24th day of June, 1858, in the twenty-first year of our Reign.

By Her Majesty's Command. J. PEEL.

H. G. Circ. Mem., 7. CAVALRY. *20th Feb.*, 1860.

ola. IN consequence of its having been found that the "tige" of the new pattern cavalry pistol is liable to become loosened and to break off during firing, His Royal Highness the General Commanding in Chief has been pleased to recommend (and the Secretary of State for War has approved of the proposal) that the tige of all cavalry pistols hereafter made should be of soft iron, instead of being case-hardened; and in all cases of breakage while in the hands of the troops, tiges of soft iron should replace the old ones, and the cost be charged to the public.—C.P.

By Command. G. A. WETHERALL, *Adj. Gen.*

H. G. Circ. Mem., 45. AT HOME AND ABROAD. *19th June*, 1860.

ptyCases. INSTANCES having occurred in which considerable expense has been involved by commanding officers sending empty cases from Ireland to Woolwich, under the provisions of the Circular Memorandum dated 20th November, 1858, General No. 141, A. 57, the General Commanding in Chief, at the suggestion of the Secretary of State for War, has been pleased to cancel the above circular, and officers commanding regiments are hereby enjoined in future to return all empty arm chests, accoutrement cases, &c., received with stores, to the *nearest* station in the manner formerly prescribed.

Paragraph 18, page 100, of the present edition of the Queen's Regulations and Orders for the Army should accordingly be altered to agree with paragraph 18, page 96, of the last edition of 1857.—E.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 84. ABROAD. *9th Nov.*, 1860.

nands. HIS Royal Highness the General Commanding in Chief desires that in future all demands from regiments abroad for arms, accoutrements, or other stores be, prior to their transmission to head-quarters, submitted to the military store officer at the nearest station, in order that he may state on the demands whether he has the means of complying with them in whole or in part.—A.S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 100. At Home and Abroad. 31*st Dec.*, 1860.

The General Commanding in Chief desires that all recommendations of soldiers to be trained for the corps of armourers may be made according to the annexed Form, which should be transmitted to the adjutant general, with a covering letter, accompanied by a copy of the record of service, and by extracts from the court-martial and defaulter books, in regard to each candidate. Corps of Armourers

By Command. A. H. Horsford, *Dep. Adj. Gen.*

—— *Regiment.*

Descriptive Return of ——, who is recommended to be sent to the Small Arms Factory, to qualify for Enlistment into the Corps of Armourers, under the Royal Warrant of 24th June, 1858.

Head-quarters, ——, this —— day of ——, 186—.

Rank and Name.	Age.		Size.		Service.		Remarks as to previous Trade, and to present knowledge of the duties of an Armourer.	Medical Certificate.
	Years.	Months.	Feet.	Inches.	Years.	Months.		
								I certify that I have carefully examined ——, and consider him physically fit for the duties of an Armourer. —— Signature of Medical Officer.

I recommend the above-named —— as a candidate for the corps of armourers.

Signature of Officer Commanding ——.

N.B.—This Return is to be accompanied by copy of record of service, and by extracts from court-martial and defaulter books.—E.

W. O. Circ., 678. Home and Foreign. 26*th April*, 1861.

Sir,—The Secretary of State for War having decided, with the concurrence of His Royal Highness the General Commanding in Chief, that a certain proportion of condemned sheeting in lieu of the cloth selvages alluded to in the Circular Memorandum dated Horse Guards, 23d July, 1859, No. 183, shall be issued annually to each soldier for the purpose of cleaning his rifle, viz.:—20 pieces of cotton or linen, 6 in. long, by 3 in. broad, averaging by weight 3½ oz., the following regulations are promulgated on the subject, for the guidance of officers commanding and barrack-masters. Old Sheet

All linen and cotton sheets after having been condemned and dealt with according to the instructions in the Barrack Regulations, are to be weighed and handed over to the barrack-master of the district, who will bring them

Sheeting. on charge by weight, transmitting an annual account of the same with the general return of stores. Upon a requisition being made by a commanding officer for the annual supply of sheeting, the barrack-master will submit the same to the Secretary of State for authority to issue, and on such authority being given, he will supply the quarter-master of the regiment with the number of pounds of sheeting in bulk to which the troops in barracks are entitled; it will then rest with the officer commanding to direct the quarter-master to weigh and issue to each man, at such periods as may be deemed expedient, a separate quantity of sheeting for a year's consumption, according to the enclosed scale, which shows the quantity to which any given number of men are entitled.

To Officers Commanding and Barrack-masters. B. HAWES.

OLD SHEETING (LINEN OR COTTON).

Quantities required for the under-mentioned number of Men.

No. of Men.		No. of Men.		No. of Men.	
1	$3\frac{1}{2}$ oz.	10	$2\frac{3}{16}$ lb.	200	$43\frac{12}{16}$ lb.
2	7 ,,	20	$4\frac{6}{16}$,,	300	$65\frac{10}{16}$,,
3	$10\frac{1}{2}$,,	30	$6\frac{9}{16}$,,	400	$87\frac{8}{16}$,,
4	14 ,,	40	$8\frac{12}{16}$,,	500	$109\frac{6}{16}$,,
5	$1\frac{14}{16}$ lb.	50	$10\frac{5}{16}$,,	600	$131\frac{4}{16}$,,
6	$1\frac{6}{16}$,,	60	$13\frac{2}{16}$,,	700	$153\frac{2}{16}$,,
7	$1\frac{13}{16}$,,	70	$15\frac{0}{16}$,,	800	175 ,,
8	$1\frac{12}{16}$,,	80	$17\frac{8}{16}$,,	900	$196\frac{14}{16}$,,
9	$1\frac{15}{16}$,,	90	$19\frac{11}{16}$,,	1000	$218\frac{12}{16}$,,
		100	$21\frac{14}{16}$,,		

NOTE.—In calculating the quantity of sheeting required for a given number, say 679, it will be necessary to add together the quantities for 600, for 70, and for 9, which will give the total weight required for that number of men.

	Hospital Sheets.	Barrack Sheets.	
Quantity of condemned linen and cotton bedding in store, ...			lb.
Weight, ...			
Weight of probable quantity required for troops at station, according to scale, ...			
Difference, if any, required to be forwarded to station, . .			
Annual Issue.			
Weight of old linen and cotton bedding in store, ...			
Weight issued to regiments, ...			
Remain, ...			

8

H. G. Circ. Mem., 128. AT HOME AND ABROAD. *30th April*, 1861.

n Chests. IN consequence of the injuries which occasionally happen to the spare arms of companies from being packed without sufficient care, His

ARMS AND ARMOURERS.

Arm Chests.

al Highness the General Commanding in Chief desires that the atten- of captains of companies may be directed to the form of arm chest in packing the interchangeable arms made in the Government ty.

ese chests can, with a few cleats—as shown in the annexed drawing— rly fixed by an armourer serjeant, be made to hold, with perfect ty and freedom from the slightest injury, any of the various arms n the possession of a regiment—viz., the Enfield rifle, pattern oth long and short butts; and the short rifle with sword bay-

SECTIONAL ELEVATION OF ORDINARY ARM CHEST FOR LONG RIFLE (pattern '53), showing both Long and Short Butts, and the way in which the Short Rifle (pattern '60) may be packed along with them, a, b, c being the extra fittings requisite.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

C.

W. O. Circ., 696. FOREIGN. *3d July*, 1861.

Arms returned to store.

THE Secretary of State for War, having had under consideration the subject of assessing damages to arms returned into store by regiments abroad, has decided that in future, whenever any arms are so returned, a Board shall assemble and carefully examine all the arms, with a view to assess the damages in accordance with the scale of prices laid down in the Queen's Regulations.

The sums to be levied against the regiment should only be for work which ought to have been executed upon the arms by the armourer serjeant of the regiment, and not such sums as may be required to make the arms fit for re-issue for service.

The Board shall consist of the senior military store officer (assisted by the civil armourer, where there is one), the inspector of warlike stores, and the instructor of musketry of the regiment or corps.—S.

B. HAWES.

W. O. Circ., 697. *15th July*, 1861.

Duties and pay of armourers.

IN consequence of the introduction into the service of the *interchangeable* rifle muskets, pattern 1853, it becomes necessary that an alteration should be made in the existing mode of remunerating armourer serjeants for the repair, examination, &c., of those *interchangeable* arms.

Lord Herbert has, therefore, with the concurrence of His Royal Highness the General Commanding in Chief, decided that the duties and pay of armourer serjeants, when attached to regiments, shall, in future, be governed by the following regulations:—

1. The pay of armourer serjeants with regiments shall be raised from 2*s.* a day to a uniform rate of 5*s.* a day for seven days in the week, exclusive of beer money, which they will continue to receive.

2. All the materials for the repair of *interchangeable* arms, as well as the implements and chemical ingredients for browning the same, shall be supplied to regiments, on requisition from the officer commanding, at the public expense, and shall be kept in charge of the quarter-master, under the direction of the commanding officer. The cost of the carriage of such materials, implements, and ingredients to the regiments will also be borne by the public.

3. Armourer serjeants, in consideration of the increased rate of pay granted to them, and the gratuitous supply of materials, will perform all repairs required to the *interchangeable* arms in the possession of their respective regiments; examine and clean them periodically as at present, and brown the barrel of each rifle every second year, or oftener if necessary, without any additional remuneration. They will also be required to mark the arms of their regiments, including those of the serjeants.

4. They will also keep up the tools in the armourer's field forge issued to regiments, without any extra cost to the public.

5. To enable the armourer to perform the service of browning the arms, as part of his regular duty, he may be granted the assistance necessary for the purpose from the regiment; the men employed under his direction being allowed the usual working pay.

Repair of arms.

6. The payment for repairs at the prices specified in detail in the Queen's Regulations (page 106), and for the browning of barrels (Art. 25, page 101), will therefore be discontinued in the case of rifled muskets, pattern 1853, *when made on the interchangeable principle;* and no charge will in future be made against the soldier for the browning of his rifle.

7. The sum of 1*s.* a year, per arm of rank and file, shall be deducted from

each captain's contingent allowance, and credited to the public in aid of the expense incurred in maintaining the arms in repair. Repair of Arms.

8. All repairs to arms injured either intentionally or by carelessness are to be paid for by the men at the regulated rate specified in the annexed statement. The captains of companies will be responsible for receiving the charges for these damages, and for crediting the amount to the public, less the amount in column B, which is to be paid to the armourer serjeants, *vide* paragraph 16.

9. As by the above arrangement the armourer serjeant, in consideration of his increased rate of pay, is required to keep all *interchangeable* arms in a state of repair, and to inspect them periodically, he will be held strictly responsible that all such as are delivered into store *before they have been the regulated period in use* are actually in a serviceable state.

10. All casualties, therefore, whether of an accidental or wilful description, which may be discovered in such arms when inspected by any viewers of the Small Arms Department, and which ought properly to have been made good previous to the return of such arm or arms into store, will be charged to the regiment, and recovered from the armourer serjeant. This charge will include all the expense of repairs, exclusive of the value of the materials which are supplied gratuitously.

11. When arms have been directed to be returned into store, immediate notice is to be given by the captains of companies to the serjeant armourer, in order that the repairs required by the regulations may be executed, and, generally, they will afford the serjeant armourers every facility and proper opportunity for examining and repairing them. In the event of any captain neglecting or refusing to do so when required, he will render himself responsible for any charge that may be made on account of repairs deemed necessary by the Small Arms Department: any such special case to be decided by a Board of officers.

12. As these amended regulations do not exonerate captains of companies from their responsibility for the perfect efficiency of the arms belonging to their companies, they must satisfy themselves, by frequent and careful inspection, that all repairs are promptly and properly performed by the serjeant armourer.

13. An account is to be rendered annually to the War Office by officers commanding regiments of the receipts and expenditure of the materials supplied for the repair of the *interchangeable* arms, and of the number of the several articles remaining in the possession of the quarter-master.

14. These regulations do not apply to the *serjeants' short rifles*, the parts of which are *not interchangeable*.

Such repairs as they may require (when not damaged by carelessness or intention) are to be paid for by the captains of companies, the armourer serjeant furnishing the materials as heretofore.

15. The *annexed statement* contains a list of materials which will be furnished at the public expense to serjeant armourers for the repair of the *interchangeable* rifles, and which, with the exception of the *breech* pin, will be supplied in the finished state.

16. To meet the case of repairs executed by the serjeant armourers which have to be charged to the soldiers, on account of carelessness or wilful damage, the statement shows in column A. the cost of the materials. Column B. shows the sum to be paid by the soldier to the serjeant armourer for his extra labour in replacing the several parts enumerated in that column as most likely to be thus damaged. This payment to the serjeant armourer, with the cost of the material, will be the total charge *against the soldier*. But as the materials will have been originally supplied without

W. O. Circ., 696. FOREIGN. *3d July*, 1861.

Arms returned to store.

THE Secretary of State for War, having had under consideration the subject of assessing damages to arms returned into store by regiments abroad, has decided that in future, whenever any arms are so returned, a Board shall assemble and carefully examine all the arms, with a view to assess the damages in accordance with the scale of prices laid down in the Queen's Regulations.

The sums to be levied against the regiment should only be for work which ought to have been executed upon the arms by the armourer serjeant of the regiment, and not such sums as may be required to make the arms fit for re-issue for service.

The Board shall consist of the senior military store officer (assisted by the civil armourer, where there is one), the inspector of warlike stores, and the instructor of musketry of the regiment or corps.—S.

B. HAWES.

W. O. Circ., 697. *15th July*, 1861.

Duties and pay of armourers.

IN consequence of the introduction into the service of the *interchangeable* rifle muskets, pattern 1853, it becomes necessary that an alteration should be made in the existing mode of remunerating armourer serjeants for the repair, examination, &c., of those *interchangeable* arms.

Lord Herbert has, therefore, with the concurrence of His Royal Highness the General Commanding in Chief, decided that the duties and pay of armourer serjeants, when attached to regiments, shall, in future, be governed by the following regulations:—

1. The pay of armourer serjeants with regiments shall be raised from 2*s.* a day to a uniform rate of 5*s.* a day for seven days in the week, exclusive of beer money, which they will continue to receive.

2. All the materials for the repair of *interchangeable* arms, as well as the implements and chemical ingredients for browning the same, shall be supplied to regiments, on requisition from the officer commanding, at the public expense, and shall be kept in charge of the quarter-master, under the direction of the commanding officer. The cost of the carriage of such materials, implements, and ingredients to the regiments will also be borne by the public.

3. Armourer serjeants, in consideration of the increased rate of pay granted to them, and the gratuitous supply of materials, will perform all repairs required to the *interchangeable* arms in the possession of their respective regiments; examine and clean them periodically as at present, and brown the barrel of each rifle every second year, or oftener if necessary, without any additional remuneration. They will also be required to mark the arms of their regiments, including those of the serjeants.

4. They will also keep up the tools in the armourer's field forge issued to regiments, without any extra cost to the public.

5. To enable the armourer to perform the service of browning the arms, as part of his regular duty, he may be granted the assistance necessary for the purpose from the regiment; the men employed under his direction being allowed the usual working pay.

Repair of arms.

6. The payment for repairs at the prices specified in detail in the Queen's Regulations (page 106), and for the browning of barrels (Art. 25, page 101), will therefore be discontinued in the case of rifled muskets, pattern 1853, *when made on the interchangeable principle;* and no charge will in future be made against the soldier for the browning of his rifle.

7. The sum of 1*s.* a year, per arm of rank and file, shall be deducted from

each captain's contingent allowance, and credited to the public in aid of the expense incurred in maintaining the arms in repair. Repair of Arms.

8. All repairs to arms injured either intentionally or by carelessness are to be paid for by the men at the regulated rate specified in the annexed statement. The captains of companies will be responsible for receiving the charges for these damages, and for crediting the amount to the public, less the amount in column B, which is to be paid to the armourer serjeants, vide paragraph 16.

9. As by the above arrangement the armourer serjeant, in consideration of his increased rate of pay, is required to keep all *interchangeable* arms in a state of repair, and to inspect them periodically, he will be held strictly responsible that all such as are delivered into store *before they have been the regulated period in use* are actually in a serviceable state.

10. All casualties, therefore, whether of an accidental or wilful description, which may be discovered in such arms when inspected by any viewers of the Small Arms Department, and which ought properly to have been made good previous to the return of such arm or arms into store, will be charged to the regiment, and recovered from the armourer serjeant. This charge will include all the expense of repairs, exclusive of the value of the materials which are supplied gratuitously.

11. When arms have been directed to be returned into store, immediate notice is to be given by the captains of companies to the serjeant armourer, in order that the repairs required by the regulations may be executed, and, generally, they will afford the serjeant armourers every facility and proper opportunity for examining and repairing them. In the event of any captain neglecting or refusing to do so when required, he will render himself responsible for any charge that may be made on account of repairs deemed necessary by the Small Arms Department: any such special case to be decided by a Board of officers.

12. As these amended regulations do not exonerate captains of companies from their responsibility for the perfect efficiency of the arms belonging to their companies, they must satisfy themselves, by frequent and careful inspection, that all repairs are promptly and properly performed by the serjeant armourer.

13. An account is to be rendered annually to the War Office by officers commanding regiments of the receipts and expenditure of the materials supplied for the repair of the *interchangeable* arms, and of the number of the several articles remaining in the possession of the quarter-master.

14. These regulations do not apply to the *serjeants' short rifles*, the parts of which are *not interchangeable*.

Such repairs as they may require (when not damaged by carelessness or intention) are to be paid for by the captains of companies, the armourer serjeant furnishing the materials as heretofore.

15. The *annexed statement* contains a list of materials which will be furnished at the public expense to serjeant armourers for the repair of the *interchangeable* rifles, and which, with the exception of the *breech* pin, will be supplied in the finished state.

16. To meet the case of repairs executed by the serjeant armourers which have to be charged to the soldiers, on account of carelessness or wilful damage, the statement shows in column A. the cost of the materials. Column B. shows the sum to be paid by the soldier to the serjeant armourer for his extra labour in replacing the several parts enumerated in that column as most likely to be thus damaged. This payment to the serjeant armourer, with the cost of the material, will be the total charge *against the soldier*. But as the *materials will have been originally* supplied without

Repair of Arms.

charge, their value, when thus used to make good loss and damage, be credited to the public.

17. The statement further shows, in column C., the estimated per c of materials required for the repair of *interchangeable* rifles for one consumption in garrisons. In the field this proportion should be doub

Commanding Officers of Regiments and Superintendents of Stores, &c. B. HAV

STATEMENT OF ARTICLES required for the Repair of the *Interchangeabl* Musket, pattern 1853, and the Prices to be paid for each.

Description of Parts of Arms, &c.	A. Value of each Article.	B. Amount to be paid to Serjeant Armourer by Soldiers for Repairs required through carelessness.	C. Per Centage for Repair for one Year.	Remark
STOCK.	s. d.	s. d.		
For a machine stock complete, including cost of stock and rammer stopper, . .	7 2	0 4	...	If the armo places a spoile with a machin for which the is to be char will receive 4d labour, and 7s. be credited public, making charge agai soldier of 7s. 6
For a new rough stock, .	4 0	...	...	
Re-stocking with rough stock complete, ...	...	6 0	...	
For splices, ...	0 6	...	...	
For splicing with long splice,	...	2 6	...	
For splicing with short splice,	...	1 6	...	If a rough s supplied to th ourer, he will 6s. for stocking ing, and fi complete, and be credited public on acc the rough stoc ing a total ch 10s. against t dier. But if t ourer be calle to furnish the stock, he will 4s. for the sa addition to 6s. labour.
For a new brass nose cap, without screw, ...	0 6	0 1	½	
For a new brass guard, .	1 0½	0 1	½	
For a new brass heel plate, .	1 0	0 1	½	
For a new brass trigger plate, and re-fitting the trigger,	0 5½	0 1	½	
For a new brass side nail cup,	0 1	...	1	
For a new band swivel, .	0 4½	0 0½	1	
For a new guard swivel, .	0 3¾	0 0½	1	
For a new trigger, . .	0 5¼	...	1	
For a new trigger screw, .	0 0½	...	1	
For a new stopper for rammer,	0 0¼	...	½	
For a new side nail, . .	0 1¼	...	1	
For a new breech nail, .	0 1¼	...	1	
For a new heel-plate screw,	0 1¼	...	In sets of 1 per cent.	
For a new guard screw, .	0 0¾			
For a new rammer spring (spoon pattern), ...	0 3	...	1	
For new bands,—				
Upper, with swivel, complete,	1 0½	0 1	1	
Middle, ...	0 7¾	0 1	1	
Lower, ...	0 7¾	0 1	1	
For new band screws,— .				
Upper, complete with nuts,	0 0½	...	1	
Middle, ...	0 0½	...	1	
Lower, ...	0 0½	...	1	

[redacted]

Repair of Arms.

Description of Parts of Arms, &c.	A. Value of each Article.	B. Amount to be paid to Serjeant Armourer by Soldiers for Repairs required through carelessness.	C. Per Centage for Repair for One Year.	Remarks.
	s. d.	s. d.		
new screw for guard swivel,	0 0¾	...	1	
new wire pin for guard,	0 0 1/10	...	1	
new wire pin for rammer ring, ...	0 0 1/10	...	1	
new nose cap screw, .	0 0½	...	3	
Lock.				
new hammer, . .	1 4	...	2½	
new steel sear, . .	0 7¾	...	2½	
new bridle, . .	0 7	...	1	
new main spring, .	1 6	...	5	
new sear spring, .	0 6¾	...	2½	
new tumbler (steel), .	1 3	...	2½	
new tumbler screw (iron),	0 1	...	1	
new tumbler swivel, .	0 1¾	...	5	
new sear pin, . .	0 1	...	1	
new bridle pin, . .	0 1	...	1	
new sear spring pin, .	0 1	...	1	
Barrel.				
new nipple, . .	0 2½	...	5	
lipping the breech pin,	...	0 3	...	
new front sight, .	...	0 3	...	
new elevating back sight,	3 5	0 8	1	
new sight leaf, with cap l slide, . . .	1 8	0 1	1	
new slide, . .	0 3½	...	3	
new sight spring screw,	0 0¼	...	2	
new sight spring, .	0 2¾	...	1	
new sight axis pin, .	0 0¼	...	1	
browning a barrel, includ- smoothing, . .	...	0 8	...	
new breech pin, threaded,	0 6	...	½	
Bayonet.				
new bayonet, with locking g complete, . . .	4 4¼	0 1	2½	
a new locking ring, with ew, ...	0 5½	...	2½	
a new locking ring screw,	0 0¾	...	2½	
Rammer.				
a new steel rammer, .	1 5½	0 1	1	
clipping rammer, . .	...	0 4	...	
threading rammer, .	...	0 1	...	

Repair of Arms.

NOTE.—In case of repairs being executed by the armourer serjeant, which have to be charged to the soldier on account of carelessness or wilful damage, the sums charged in the second column (B.) are to be paid by the soldier to the armourer serjeant for the trouble of replacing the several parts enumerated in that column. This payment, together with the cost of the material in column A., will be the total charge against the soldier. But as the materials will have been originally supplied without charge, their value, when thus used to make good loss and damage, must be credited to the public.

The column C. shows the estimated per centage to be kept in store for one year's consumption for the repair of arms in garrisons.

In the field this proportion should be doubled. All the materials, with the exception of the breech pin, will be supplied in the finished state.—P. R.

H. G. Circ. Mem., 181. AT HOME. 10*th Feb.*, 1862.

Arms returned to Store.

IT having been decided that, in future, when the arms of regiments are directed to be returned into store for repair and re-issue, they shall be forwarded direct to the repairing factory at Millbank, Pimlico, instead of to the Tower, as heretofore,—His Royal Highness the General Commanding in Chief desires, that when forwarding arms for repair, commanding officers will send with them vouchers, showing the *actual* number and description of each article returned, to enable the Superintendent of the Royal Small Arm Factories to keep a proper account with regiments of the arms and appurtenances sent in.

Forms for this purpose (similar to the annexed) may be obtained on application to the War Office.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Form 1219.

Referred to by Art. 377, 378, & 500, pp. 96 & 126. Home Regulations. *Military Store Office*, ——.

RECEIVED —— Her Majesty's Stores at this place, under the charge of ——, the under-mentioned Articles, pursuant to the Order dated ——.

Ledger Folio.		S.	R.	U.

W. O. Form 1220 B. Home Regulations.

Referred to by Art. 351, 377, 378, & 500, pp. 89, 96 & 126. Home or Foreign. S.—No. 17. (O). *Military Store Office*, ——.

DELIVERED out of Her Majesty's Stores at this place, by ——, to ——, at ——, the under-mentioned Articles, pursuant to the Orders dated ——.

Ledger Folio.	ARTICLES.	Total Number or Quantity.	S.	R.	U.

H. G. Circ. Mem., 199. AT HOME AND ABROAD. *23d April*, 1862.

REFERRING to War Office Circular No. 697, dated 15th July, 1861 (54 Gen. No. 1333), prescribing the pay and duties of armourer serjeants attached to battalions or regiments of infantry, armed with interchangeable rifles, His Royal Highness the General Commanding in Chief, with the concurrence of the Secretary of State for War, has decided that, in future, the short rifles of serjeants are to be browned by the armourer serjeant of the regiment free of charge, either to the public or the non-commissioned officer, the materials being issued from store, as in the case of the rifles of the rank and file. Browning Arms.

His Royal Highness would take this opportunity of observing that the process of browning is much affected by the atmosphere, and it consequently becomes advisable that the operation be performed, as far as the exigencies of the service will admit of, in fine and dry weather.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 204. AT HOME AND ABROAD. *17th April*, 1862.

UNDER the present system of providing finished materials for the repair of arms, there is little work for the tools in the armourer's chest, and His Royal Highness the General Commanding in Chief considers that there is no reason why, under ordinary circumstances, they should not last the full period required by regulation. Armourer serjeants, therefore, will still be made responsible for keeping up the forge and fittings and tools in good working order, for twenty years, with the exception of the "*plates, screw, armourer's small*," which will be renewed every five years, if required, at the public expense. Armourers' Tools.

Previous to any armourer serjeant leaving a regiment, or on his reduction for misconduct, the commanding officer should cause a survey of the forge and tools to be made in presence of both the old and new armourer serjeants, and loss or undue damage assessed accordingly.

The tools should at all times be in a sufficiently serviceable state to enable work to be done with them; but in giving over tools, exception is not to be made on account of their being half worn, as armourer serjeants are not to be expected to hand over their tools in a new state.—T.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 235. AT HOME AND ABROAD. *3d Dec.*, 1862.

THERE being at present no rules laid down, or fixed principle to guide the Annual Boards of Survey assembled under paragraph 34, page 103, of the Queen's Regulations and Orders for the Army, to inspect the arms in possession of regiments, His Royal Highness the Field Marshal Commanding in Chief has been pleased to desire that the following instructions be adhered to in future :— Survey of Arms.

It is not necessary that numerical returns of all the arms in possession of the regiment, company by company, should be forwarded to this department; it will be sufficient to state in the proceedings (a form of which is annexed) the total number of rifles which have been found to be in a good and serviceable state, making due allowance for the period they have been in use, and for fair wear and tear, such as dents in stocks, &c., which do not impair the efficiency of the arm.

Survey of Arms.

It should then be shown what rifles can be repaired by the armourer, at the expense of the regiment, and if it is considered that any repairs executed by him are fairly chargeable to the public, the usual evidence, showing the circumstances under which the injury was effected, should be taken and appended to the proceedings.

The usual special report by the Board should be made on all such rifles, or parts of rifles, as are considered unserviceable, and which are required to be exchanged for new ones, stating the date of issue, the reason of the damage, and on whom the cost incurred is to fall; and whether, provided the parts are supplied by Government, the repair can be executed by the armourer of the regiment.

A mean deviation of over three feet, at five hundred yards, is to be considered a sufficient inaccuracy to condemn a rifle suspected of being inferior, and tested by shooting under the Circular Memorandum, dated Horse Guards, 25th of February, 1861, No. 109.

Requisitions for whatever is required, in duplicate, should accompany the proceedings.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

——Regiment. ——186—.

The Annual Board assembled under paragraph 34, page 103 of the Queen's Regulations and Orders for the Army, having (with the assistance of a viewer from the War Office) carefully inspected the whole of the arms in possession of the above corps, report as follows :—

	Serjts.	R. & File.	
No. of rifles in possession,			Such repairs as are not chargeable to the public, and can be executed by the armourer serjeant, have been ordered to be done.
No. of rifles in a good and serviceable state,			

Instructions are requested respecting the following rifles:—

No. and Description of Rifle.	Date of Issue to Regiment.	Nature and Extent of Injury.	Cause of Injury.	Whether it can be Repaired by Armourer at Regiment.	On whom the Expense of the Repairs is to fall.	REMARKS.

NOTE.—It should seldom happen that any number of rifles require repair at the Annual Board of Inspection, as all casualties should be disposed of at the time, in the usual manner.—S.

President.

Members.

H. G. Circ. Mem., 274. AT HOME AND ABROAD. 19*th Sept.*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief notifies to the army, that on the embarkation of troops for foreign service, the annexed directions for the preservation of the arms during the voyage are to be substituted for those contained in paragraph 9, page 320, of the Queen's Regulations and Orders for the Army. Arms at Sea

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

To be substituted for Paragraph 9, page 320 of the Queen's Regulations and Orders for the Army.

Arm racks, instead of arm chests, are to be provided in all transports carrying troops, constructed for the reception of the arms of a regiment or detachment ordered to proceed complete on foreign service, in the ratio of one stand for each efficient man. In the case of a detachment not taking its own arms, accommodation is to be provided for ten stands per hundred men. These arm racks will occupy that part of the vessel which is likely to afford the greatest freedom from rust, and at the same time admit of the arms being easily attainable, either for the purposes of inspection, drill, or for use on an emergency. Officers in command of regiments or detachments are to exact of all under their control the most scrupulous attention to the preservation of the rifles, and to see that they are not injured by neglect or carelessness.—S.

ARMY HOSPITAL CORPS.*

W. O. Circ., 715.

VICTORIA R.

Royal Warrant.

WHEREAS we have deemed it necessary to amend our Warrant of the 1st August, 1857 (Army Hospital Corps, 211), constituting the army hospital corps, our will and pleasure is that the said corps shall consist of the ranks, and shall receive the rates of pay specified in this warrant, and shall be subject to the rules and regulations laid down in the same.

1. The army hospital corps is to consist of the following ranks for service in the Medical and Purveyor's Departments:—

Serjeant major.	2nd class Serjeant.
1st class Serjeant.	Private.

2. The pay of these ranks is to be as follows:—

Serjeant major, ...	4*s.* 2*d.* a day.
1st class Serjeant, . . .	3*s.* 2*d.* ,,
2d class Serjeant, . . .	2*s.* 2*d.* ,,
Private, ...	1*s.* 0*d.* ,,

3. Increased pay for good conduct and long service is to be granted to the privates of this corps, under the provisions of the Good Conduct Warrant for the Line, subject to the usual forfeiture for each entry in the defaulter book.

4. Every non-commissioned officer and private of this corps is to be allowed the daily ration of a soldier in hospital, on full diet, free of any stoppage, whenever it is practicable to furnish such diet; but in the event of his becoming a patient in hospital, he is to be supplied with the class of diet applicable to his case, and for such diet he is not to be liable to any stoppage from his pay. He will not be entitled, under any circumstances, to the allowance of 1*d.* a day for beer money.

5. Whenever it is not practicable to furnish him with a full hospital diet, he is to be supplied from the public stores with a ration as nearly as possible equivalent thereto, free of any stoppage; and when he cannot draw rations from the public stores, whether on board ship or on shore, he is to receive a money allowance of 8*d.* a day in lieu of a free ration. When he is in confinement for any offence, the whole of his pay is to be forfeited, and he is to be provided with the usual prison diet. When under other punishment he will receive the usual hospital ration, or an equivalent thereto, but will be subject to the stoppage from his pay of 8*d.* a day when the punishment involves the non-performance of his hospital duties.

6. When he is on the march, under route, in the pursuance of the public duty, the same allowances for marching money and hot meals are to be charged for him as for a soldier on the march; and in such case he is not to be entitled to rations, but is to receive, in addition to such marching allowances, the money allowance of 8*d.* mentioned in Article 5.

7. While on furlough he is to be subject to the same rules as soldiers, but the pay to be advanced to him while so situated is to be 6*d.* a day less than the full rate of pay of his rank, and the residue is to be accounted for to him on his return to duty.

8. While on furlough he will not be entitled to the money allowance of 8*d.* a day in lieu of rations, but will be settled with for his pay only.

* See also PURVEYOR'S DEPARTMENT.

9. Serjeants having passed the required examination, and who may be employed in dispensing medicines, shall, while so employed, receive an allowance of 1*s.* a day. A private appointed lance serjeant, to enable him to perform temporarily certain duties, shall receive while so employed 6*d.* a day in addition to his pay. A private whilst employed in a responsible capacity, or placed for meritorious service in a first class, shall receive an allowance of 3*d.* a day in addition to his ordinary pay. The number of privates to receive these rates of allowance shall be fixed from time to time. A private appointed as barber, assistant cook, baker, washerman, &c., shall receive while so acting 2*d.* a day in addition to his pay. Royal Warrant.

10. All non-commissioned officers and privates of this corps are to be liable to be employed, in any way that may be required, in the performance of any duties in the Medical and Purveyor's Departments; and when on duty with an army in the field, they will be liable to be attached to the field ambulances, and to attend on the wounded, carrying them off the field, and performing any such like duties.

11. The non-commissioned officers are to take rank with those of the other corps of our army, and are to wear the ordinary distinctions of non-commissioned officers on their uniforms.

12. The ranks of the Army Hospital Corps are to be filled, as a general rule, by soldiers volunteering from the ranks of other corps of our army, and having such length of service as shall from time to time be fixed by our Commander in Chief.

13. Whenever it may be desirable to admit into this corps candidates who are not soldiers, application is to be made to our Secretary of State for War for special authority to enlist such candidates.

14. All non-commissioned officers and privates of this corps are to be liable to be discharged from the service at any time that our Commander in Chief shall think fit, without any claim to compensation beyond the scale of pensions hereinafter laid down; and they may be re-transferred, at the order of our Commander in Chief, for misconduct, unfitness, or any other cause which our Commander in Chief may deem sufficient, to the corps of the army from which they may have been transferred to this corps.

15. When their services shall be dispensed with, they shall be entitled to pensions on the following scale, after a total service in this corps, or in the line, exceeding twenty-one years.

16. Serjeants major.—After twenty-one years' service, of which at least five in that rank, a pension for life of 2*s.* a day, increasing to a maximum of 3*s.* a day, at the rate of 2*d.* for each additional year's service, with the further additions of good-conduct pay of which they may be in possession at the time of their discharge, and of 1*d.* a day for every five years' service as non-commissioned officers; but the maximum with such additions not to exceed 3*s.* a day.

17. First-class Serjeants.—After twenty-one years' total service, of which at least five in that rank, a pension for life of 1*s.* 6*d.* a day, increasing to a maximum of 2*s.* 6*d.* a day, at the rate of 1½*d.* for each additional year's service, with the further additions of good-conduct pay of which they may be in possession at the time of their discharge, and of 1*d.* a day for every five years' service as non-commissioned officers; but the maximum with such additions not to exceed 2*s.* 6*d.* a day.

18. Second-class Serjeants.—After twenty-one years' total service, of which at least five in that rank, a pension for life of 1*s.* 3*d.* a day, increasing to a maximum of 2*s.*, at the rate of 1*d.* a day for each additional year's service, with the further additions of the good-conduct pay of which they may be in possession at the time of their discharge, and of 1*d.* a day for every five

al War- years' service as non-commissioned officers; but the maximum with such additions not to exceed 2*s.* a day.

19. Privates.—After twenty-one years' service, of which sixteen years at least shall have been in this corps, a pension for life of 10*d.* a day, increasing to a maximum of 1*s.* 4*d.*, at the rate of ¾*d.* a day for each additional year's service, with the further addition of the good-conduct pay of which they shall have been in uninterrupted possession for six months immediately preceding their discharge; but the maximum with such addition not to exceed 1*s.* 7*d.* a day.

20. In case a non-commissioned officer or private of this corps shall become disabled by disease or injury, contracted on duty in the service, his case shall be specially considered, with a view to a pension being awarded to him proportionate to his disability, without reference to length of service.

21. In all points not specifically detailed or provided for in this Warrant, the non-commissioned officers and privates of this corps shall be subject to all the rules and regulations affecting the other corps of our army.

22. For men of this corps who may be attached to any hospital or station, the purveyor is to perform the duty of quarter-master, and the officers of the Purveyor's Department will be the paymasters of the corps.

23. The discipline of detachments of the corps will be provided for by the general or other officer in immediate command.—w.

Given at our Court at St. James's this 27th day of September, 1861, in the 25th year of our reign.

By Her Majesty's Command. G. C. Lewis.

W. O. Circ., 733. 1*st Jan.*, 1862.

pital jeants Order- Sir,—Questions having arisen regarding the recommendations contained in the Report of the Committee on the Organization of the Army Hospital Corps (page 3), promulgated by Circular No. 714 of 28th September, 1861, I am directed by the Secretary of State for War to acquaint you that the relative rank of troop serjeant major, colour serjeant, or battery serjeant major, granted to regimental hospital serjeants after two years' service, and of quarter-master serjeant after seven years' service, does not carry with it any increase of pay, pension, or other allowances, all of which will continue to be regulated by the Royal Warrants applicable to the appointment of hospital serjeant.

The rates of pay to which hospital serjeants and orderlies are entitled are as follows:—

	Regiments of the Line.		Royal Artillery.	
	Cavalry and Military Train.	Infantry.	Horse Brigade and Riding Establishment.	Field, Garrison, and Coast Brigades.
	s. d.	*s. d.*	*s. d.*	*s. d.*
Hospital Serjeant, ...	2 4	2 2	3 0	2 10
Do., after 7 years' of uninterrupted service as such, ...	2 10	2 8	3 6	3 4
Hospital Orderlies (with good-conduct pay in addition), ...	1 3	1 0	1 3¼	1 3¼
Or 1*s.* 5¼*d.* if a Gunner is necessarily employed.				

I am, however, to add, that the regimental hospital serjeants and orderlies on the establishment of the hospital, and any additional orderlies necessarily employed on hospital duty, will be allowed, for each day they may be so employed, a hospital entire diet, free from stoppages; but they will not be entitled on such days to beer money, or to the wages of 4*d.* a day referred to in Article 213 of the Purveyor's Regulations of the 1st January, 1861.—H. I have the honour to be, Sir, your obedient servant, Hospital Serjeants and Orderlies.

EDWARD LUGARD.

To Officers Commanding, Paymasters, Purveyors.

H. G. Circ. Mem., 197. AT HOME AND ABROAD. *7th April*, 1862.

WITH reference to the War Office Circular, No. 714, dated 28th September, 1861, the General Commanding in Chief has to notify that the regimental hospital establishments, fixed at page 2 of the Report of the Committee on the Army Hospital Corps, which accompanied the above circular, are *not* to be borne as supernumeraries, but are to form part of the establishment of the several corps. Hospital Establishments.

His Royal Highness has approved of the men employed on hospital duty being exempted from musketry and gunnery instruction, and all duties but those of the hospital.—H.M.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 224. AT HOME AND ABROAD. 3*d Oct.*, 1862.

HIS Royal Highness the General Commanding in Chief desires that, when regiments are divided, and detachment hospitals necessarily opened, a due proportion of the permanent hospital staff be attached thereto, for ward duty, according to the strength of detachments, and probable average number of sick. Detachme Hospitals.

It is anticipated that the liberal permanent staff now allowed for hospital duty will be equal to all ordinary requirements, but there will be no objection to the issue of diets to special orderlies, in accordance with the War Office Circular, No. 733, of the 1st January, 1862, when such are necessarily required at the regimental head-quarters, in addition to the number of permanent orderlies left there for duty, after providing for the wants of detachment hospitals.—H.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 854. HOME AND FOREIGN (not India). *7th March*, 1864.

THE annexed regulations, applicable to the Army Hospital Corps, have been approved by His Royal Highness the Field Marshal Commanding in Chief, and the Secretary of State for War, and are promulgated for the information and guidance of officers and others concerned. Regulatio

EDWARD LUGARD.

To Officers Commanding, Medical Officers, Purveyors, &c.

REGULATIONS *on Points of Discipline, &c., for the Army Hospital Corps.*

1. When a soldier is desirous of entering the Army Hospital Corps, the annexed Form of Return (A)* is to be filled up by his commanding officer, and forwarded to the officer commanding the corps. Should there

* The Forms may be had on application to the War Office.

gulations. be any objection to the candidate, the officer commanding will state the same in forwarding the return for the approval of the director general of the Army Medical Department, or the purveyor in chief, by whom, if approved, the name will be submitted to the Adjutant General, for the consideration of the Field Marshal Commanding in Chief.

2. All promotions to the rank of non-commissioned officer are, in the first instance, to be recommended to the officer commanding the corps, by the governor, should the man be serving in a general hospital; otherwise, by the principal medical officer, or the purveyor at the station where he is serving, according to the branch of the corps to which he belongs. The recommendation, accompanied by any remarks he may have to offer, will be forwarded by the commanding officer to the director general or purveyor in chief, as the case may be, by whom, if approved, it will be submitted for the consideration of the Field Marshal Commanding in Chief. At foreign stations commanding officers may, on the recommendation of the purveyor, promote deserving men to the rank of lance serjeant, or first-class private, to fill vacancies in the establishment allowed for the Purveyor's Department: such rank to be held only so long as the men perform the higher duties, and otherwise conduct themselves to the purveyor's satisfaction. But at home all such promotions will be made by the purveyor in chief.

The allowances of 1*s.* a day to compounders, and of 2*d.* a day to privates employed as barbers, are not to be paid until sanctioned by the Secretary of State for War.

3. The Records of Service of the entire corps are to be kept by the officer commanding the corps at Netley, and the attestations by the principal purveyor at that station, who will act as paymaster to the head-quarters.

4. The Corps Defaulter Book, corresponding with the regimental defaulter book of regiments, to be kept by the officer commanding the corps.

5. Defaulter Sheets, corresponding with the regimental and company defaulter sheets of regiments, are to be kept in general hospitals by the captain of orderlies; at all other stations they will be kept by the officer commanding the regiment or depôt to which the men are attached for discipline.

6. Monthly casualty returns (Form B), containing every variation of the soldier's service, are to be prepared by the captain of orderlies in general hospitals; otherwise, by the purveyor of the station, and forwarded to the commanding officer of the corps for entry in the records, and for the information of the paymaster at head-quarters, who will make corresponding entries on the third page of the attestation. The information required to make up this return will be furnished by the officer commanding the corps to which the men are attached for discipline.

7. Applications for non-commissioned officers and men for leave to marry are to be made to the officer commanding the corps through the governor, if serving in a general hospital; otherwise, through the principal medical officer or purveyor of the station, according to the branch to which the applicants belong. These applications must be invariably accompanied by testimonials as to the respectability of the persons whom the soldiers are desirous to marry. Certified copies of the marriage certificates of all men married, either with or without leave, should be sent to head-quarters for entry in the register of the corps, as also the baptismal certificates of all children of men belonging to the corps.

8. A Court-martial Book is to be kept by the officer commanding the corps, who is to be furnished with certified extracts of the proceedings of general, district, or garrison courts-martial, held on men of the corps at the several stations, and with the originals of regimental or detachment

courts-martial. These documents will be obtained by the purveyor or captain of orderlies from the officer charged with the discipline of the men, and by him will be transmitted to the head-quarters at Netley. In cases involving the loss of public stores, a duplicate extract should be sent to the purveyor in chief. Regulatio

9. Whenever circumstances will permit, the non-commissioned officers and men of the medical branch serving both at head-quarters and at detached home and foreign stations will be instructed, under the superintendence of a medical officer, in hospital and ambulance duties.

10. Inspections of regimental necessaries are to be made monthly by the purveyor or captain of orderlies, as the case may be, who will settle with the men, and complete their pocket ledgers at the end of each month. These officers will respectively be charged with the responsibility of keeping the men's necessaries complete, by supplies to be procured from the quartermaster's store, on application to the officer commanding the regiment or depôt to which they are attached for discipline, excepting such articles as are only worn by the Army Hospital Corps, which, on application to the officer commanding the corps by the purveyor or captain of orderlies, will be sent annually with the clothing. When this duty is performed by a captain of orderlies, he will furnish the purveyor with a list and cost of the articles to be charged against each man. With reference to men who become non-effective, purveyors and captains of orderlies will be guided by the Clothing Regulations in force at the time, relative to the disposal of their clothing. Spare arms will be retained at out-stations, unless otherwise ordered by the officer commanding the corps. The officer commanding will report quarterly to the War Office the numbers and cost of the articles issued during the period from his store of necessaries peculiar to the Army Hospital Corps, in the following form:—

"I have to report that of the articles supplied on my requisition to the War Office, dated [*date to be given*], I have forwarded during the past quarter to the under-mentioned stations necessaries amounting in value to the sum of [*amount to be specified*], as per detailed statement herewith, with a request to the officer of the Purveying Department in charge at each station to recover the cost from the men, and credit the same to the public in his accounts.

11. Non-commissioned officers and men ordered for service abroad are, in all practicable cases, to be assembled at head-quarters from out-stations prior to embarkation, for the personal inspection of the officer commanding the corps, who will satisfy himself that all such non-commissioned officers and men are complete in every particular relating to records, accounts, clothing, necessaries, and equipment.

12. When the exigencies of the service render it necessary to embark men proceeding abroad from the station where they may be serving, without their appearing at head-quarters, the purveyor or captain of orderlies, as the case may be, will certify to the officer commanding the corps, that each man is complete in regimental necessaries, clothing, and equipment; that he has been regularly settled with to the latest period required by the regulations; and that he is in possession of his pocket ledger, which has been regularly kept and balanced to the date of embarkation (or, if otherwise, date to be given); and, further, that the under-mentioned documents were handed over to the officer commanding the troops on board the vessel in which the men embarked, with written directions as to their final disposal. (Should there be no officer proceeding in charge of the men, the documents will be forwarded by post to the purveyor at the new station.)

No. 1 Report.

Company Defaulter Sheet.

Regulations.

Regimental Defaulter Sheet.
Court-martial Sheet.
Copy of Record of Service.
Medical History Sheet.
Return of Necessaries in Possession, and Balance of Account, as per Form C.

The purveyor will be held responsible for preparing the No. 1 report and return of necessaries, also for obtaining from the officer charged with the discipline of the men, and the medical officer, the remainder of the documents specified. At stations where there is a captain of orderlies, he will prepare the return of necessaries, and will be responsible for collecting and transmitting the whole of the documents.

13. Whenever non-commissioned officers and men proceed from out-stations to head-quarters for embarkation or otherwise, or are transferred from one station to another, the purveyor will obtain the documents enumerated in the foregoing paragraph, and will forward them to the head-quarters, or to the new station, as the case may be.

14. Claims for good-conduct pay preferred by men of the corps will be arranged locally by the officer under whom they are placed for discipline, who will furnish the purveyor with the necessary documents, as vouchers for his pay-list.

15. The purveyor at stations where there is no captain of orderlies will keep a Detachment Savings' Bank Ledger, in which all sums deposited or withdrawn by men of the corps in his payment will be entered; the moneys received to be applied to the payment of public services. The balance due to each depositor is to be recorded in his pocket ledger, and signed on each day of monthly settlement. The purveyor will transmit to the head-quarters of the corps, with the monthly return of the detachment, a statement, on Savings' Bank Form No. 2, of all deposits and withdrawals during the past month, and likewise attach a similar statement on Form No. 3 to the pay-list rendered to the War Office at the end of each quarter. (See Circular No. 711, W. O., 31st August, 1861.)

Where there is a captain of orderlies, this duty will be performed by that officer, with the exception of accounting to the public in the quarterly pay-list, which will, under all circumstances, be done by the purveyor.

16. In all cases of transfer of men to the Army Hospital Corps from regiments serving abroad, purveyors will be careful that the undermentioned documents are handed to them by the officer commanding the corps from which the transfer takes place, viz.:—

No 1 Report.
Copy of Record of Service.
Regimental Defaulter Sheet.
Company Defaulter Sheet.
Court-martial Sheet.
Medical History Sheet.
Clothing Return. W. O. Form No. 32.
Greatcoat Transfer Return. W. O. Form 132.
Return of Necessaries in Possession, and Balance of Account, as per Form C.

They will forward to the officer commanding at Netley:—

The *original* Court-martial Sheets.
Certified copies of Company Defaulter Sheets.
Clothing Return. W. O. Form No. 32.
Greatcoat Return. W. O. Form No. 132.

And will retain:— Regulation

No. 1 Report.
The Copy of Record of Service.
Regimental Defaulter Sheet.
Company Defaulter Sheet.
Copy of Court-martial Sheets.
Medical History Sheet.
Return of Necessaries in Possession.

As regards men transferred to the corps within the United Kingdom, the whole of their documents will be forwarded to the commanding officer at Netley by the officer commanding the battalion or regiment giving the men, except the No. 1 report and return of necessaries, which should be sent to the purveyor of the district in which the men are actually employed.

17. An Acquittance Roll, as per Form D., Appendix, should be kept by each officer or non-commissioned officer charged with the payment of a detachment of the corps. Each issue of pay should be duly entered therein, and the roll, when completed at the end of the month, transmitted to the purveyor of the district.

18. Men transferred to the corps while in receipt of good-shooting pay will continue to receive the same on a certificate being furnished by the commanding officer of the regiment from which they volunteered.

19. With reference to men of the corps who shall have been illegally absent for the space of two months, the proceedings of the Court of Enquiry, ordered to assemble in conformity with the Articles of War, will be forwarded to head-quarters, to be preserved as a record.

20. The following Horse Guards Circular is published for general information:—

"General No. 277, 13*th October*, 1863.

"His Royal Highness the Field Marshal Commanding in Chief is pleased to direct that any act of drunkenness committed by an army hospital orderly shall receive such punishment as necessarily entails an entry in the regimental defaulters book."

21. The following rules are to be observed in the re-engagement of men of the corps who originally volunteered from other regiments, and who, on the completion of their first period of limited enlistment, desire, and are found qualified, to remain in the corps. They must be re-transferred to the regiment from which they volunteered, be re-engaged for that regiment, and then again be transferred to the Army Hospital Corps. This course will not necessitate reference to their former regiments, and may be carried out in a single day at any station, under the authority of the general or other officer commanding.

22. All applications for the discharge of men of the corps at home, except as invalids, or on the recommendation of a court-martial, should be made to the officer commanding the corps at Netley, who, should he approve, will submit the same to the director general or purveyor in chief, as the case may be, with a view to the authority of the Commander in Chief being obtained with reference thereto.

23. In preparing the documents of all men of the corps who are about to be discharged, a duplicate of the proceedings of the Board on W. O. Form No. 83 will be transmitted to the Officer commanding the corps at Netley.

R. EDWARD LUGARD.

ARMY RESERVE FORCE.

W. O. Circ., 514 A.

VICTORIA R.

oyal War-nt.

WHEREAS, by an Act passed in the twenty-second and twenty-third years of our reign, entitled "An Act to provide for the Establishment of a Reserve Force of Men who have been in Her Majesty's Service," we are authorized to cause to be enrolled for this purpose any number not exceeding 20,000 men, who, after having served in our other forces, or in the forces of the East India Company, may voluntarily engage to enter such Reserve Force; and further, to make regulations concerning the term or terms of service of these men, and the declarations in relation thereto, as also regarding their pay and allowances, their arms, clothing, equipment, and pensions, and for the government of the said force, and for the infliction of fines and penalties for absence or misconduct, our will and pleasure therefore is, that the following rules and regulations be established on these heads, and that all persons whom it may in any way concern do strictly observe and obey the same.

Given at Court at St. James's this 9th day of December, 1859, in the twenty-third year of our Reign.

By Her Majesty's Command. SIDNEY HERBERT.

REGULATIONS.

egulations.

CLAUSE 1. Any person who, as a non-commissioned officer or soldier, shall have completed the term of service for which he was originally enlisted, not being less than ten years in infantry, or twelve in cavalry, artillery, or engineers, or who, after five years' service, has been discharged for any cause other than misconduct, without a permanent pension, may, provided he is approved, and engages for such service by a declaration in the form hereto annexed, be enrolled to serve in the Reserve Force, under the authority of the Act noted in the margin [22 & 23 Vict., c. 42], for such period as may be wanting to complete twenty-one years if he originally enlisted in infantry, or twenty-four years if he enlisted in cavalry, artillery, or engineers, reckoning two years' service in such Reserve Force as one towards the attainment of these several periods of service, provided that such person shall be enrolled within five years after his discharge from the army.

2. Till other arrangements are authorized, the persons composing this Reserve Force shall be attached during periods of training and exercise, or when called out for the other purposes specified in the said Act, to any infantry regiment or depôt, or to the Enrolled Pensioner Force, whichever may, by the Secretary of State for War, be considered most convenient, and shall obey all orders of the officers or non-commissioned officers of such regiment, depôt, or Enrolled Pensioner Force, while so attached.

3. Every person thus enrolled shall be bound to register his place of abode in the books of the pension district in which he receives enrolment money, and to abide thereat, and not to remove therefrom without giving due notice; and the distance of his residence is not in any case, except by special authority, to exceed thirty miles from the head-quarters of such pension district.

4. All persons enrolled in this Reserve Force shall be bound to attend regularly at the hour and place of assembly when called out for training and exercise, either with the regiment, depôt, or pensioner force to which they may have been attached as aforesaid, for a period not exceeding twelve days in each year, or at any time and place when called for the preservation of the public peace, or during such period as Her Majesty may require their services within the United Kingdom, in the event of invasion or imminent danger thereof, or in case of war; on all which occasions they will be under the command of the General Commanding in Chief of Her Majesty's Forces, and subject to the Articles of War. Regulatio

5. All persons failing to attend on these occasions without reasonable cause, or when they have volunteered their services for permanent duty, or who may be convicted of any serious misconduct or breach of discipline while so employed, or of violence or disrespect at any time towards the officers entrusted with their payment and superintendence, or who shall be guilty of any fraudulent statement at their enrolment, shall, in addition to any other penalty, be liable to dismissal from the force, with the forfeiture wholly or in part of the several advantages authorized by this warrant.

6. On the termination of the period of service for which these men have engaged in the Reserve Force, and on the fulfilment of the other conditions, they shall be entitled to the same rates of pension as they would have attained by the warrants under which they originally enlisted, had they continued to serve in the corps from which they were discharged till they completed the period of twenty-one and twenty-four years respectively; and they shall be permitted to add to such pension an amount equal to the good-conduct pay of which they had been in continuous receipt for two years immediately preceding the date of their discharge. Such pension, however, shall in no case exceed 10*d.* a day for a private, 1*s.* for a corporal, or 1*s.* 3*d.* for a serjeant or other superior non-commissioned officer; but, except by special authority, no service shall be reckoned for any year in which the person enrolled has not resided at his registered place of abode, or has unlawfully absented himself during any portion of the exercise for which he shall have been called out in terms of the Act before referred to.

7. All persons enrolled in the Reserve Force, who may be wounded or disabled in the execution of their duty, shall be entitled to the same pension as, under similar circumstances and for the like service, would have been granted in the regular forces of Her Majesty; and when called out on permanent or continuous duty for any period exceeding three months, the whole of such period shall be reckoned according to the usual regulations of the service, and not at the rate of two years for one.

8. The staff officer of the pension district in which persons have been enrolled for this Reserve Force, or such other officers as may be appointed for that purpose, shall keep a record of the number of days' service performed by each person in the course of the year, as ascertained either from that officer's own knowledge or the report of the commanding officer of the regiment or depôt with which such person may have been trained, and also of the extent of his service prior to leaving his regiment, so that he may be enabled to report to the Commissioners of Chelsea Hospital when the right to pension has been attained in each case; and the officer or officers by whom such person has been trained shall also note, on a certificate to be given to him, whether the extent of service which he was bound to perform up to the 31st of March in each year has been regularly completed.

9. No person enrolled in the Reserve Force shall be compelled to serve in a grade lower than that which he last held in his corps; but any interval which may take place in his service while awaiting a vacancy shall not be

Regulations. allowed to reckon towards pension. In the event, however, of such persons agreeing to serve in a lower grade till vacancies offer, they shall be entitled to reckon such service towards the pension of the higher grade after it has been attained.

10. The sum of £4 shall be allowed annually as enrolment money, which shall be issued to the persons composing the Reserve Force, in equal quarterly payments in advance, on the 1st April, 1st July, 1st October, and 1st January, or at the period of being called out for training, as may be considered most expedient by the Secretary of State for War; but before these payments the officer by whom they are made is to satisfy himself that each man is possessed of one pair of boots, two shirts, two pairs of socks, and a stock, as also that all fines for misconduct or absence during the previous trainings have been settled.

11. Every person in this Reserve Force shall receive a tunic, a pair of trousers, and a cap on the first and each succeeding seventh year of his enrolment, and be entitled to the same rates of pay and allowances when called out for training, exercise, or service, as are fixed for corresponding ranks in the infantry of the line, with the addition of such amount of good-conduct pay as the enrolled man was in receipt of at the time of his discharge.

12. While serving with a regiment or depôt all persons belonging to this Reserve Force shall be liable to the same punishments and penalties for offences as are prescribed by the Mutiny Act and Articles of War for Her Majesty's other forces; but when serving with the enrolled pensioners, minor offences may be punished by the fines and penalties authorized for that force.

By Her Majesty's Command. SIDNEY HERBERT.

I, ——, do declare that I was discharged* from the —— regiment of —— after a service of —— years; that I am of the age of ——; and that, provided my services shall so long be required, I will serve Her Majesty, her heirs, and successors, in the Reserve Force enrolled or to be enrolled for service within the United Kingdom, in virtue of the Act noted in the margin [22 & 23 Vict., cap. 42], for such a period as, reckoned at the rate of two years for one, may be required to complete† —— years' service.

Declared before me,‡ ——. R. —— (*Signature of Soldier.*)

W. O. Circ., 523. 29*th Dec.*, 1859.

Instructions to Pensioner Staff. SIR,—I am directed to transmit the copy of an Act passed in the end of last session, authorizing the formation of an Army Reserve Force, as also of the warrant and regulations sanctioned by the Secretary of State for War for carrying the provisions of that Act into effect, and to call your attention to the course which he requests you will adopt for making known the conditions of this service, and inducing suitable persons to engage in it.

1. There are herewith forwarded copies of notices to be posted in the most public places at the head-quarters of your district, and at all out-stations, calling upon such men as may be disposed to volunteer, and have the necessary qualifications for this force, to present themselves before you at the pay stations nearest their respective residences for instructions.

* Any person engaged in the Reserve Force should, before enrolment, produce his parchment certificate of discharge, to confirm these particulars, and show that he has not left his regiment with a bad character.

† Here insert twenty-one years, if the former service has been in infantry, or twenty-four, if in cavalry, artillery, or engineers.

‡ A Justice of the Peace.

Instructio to Pensioı Staff.

2. Though the notice excludes pensioners, that is not to prevent men who have been discharged with temporary pensions from volunteering after their pensions have ceased; but as only those who are in good health can be approved for this Service, should you find any who, from their appearance, are obviously unfit, you will at once inform them that they cannot be taken, but that, should they recover, they may be examined in future years.

3. If any of the others appear likely to fulfil the required conditions with respect to service, character, and efficiency, you will note their addresses, and inform them that in the course of a few weeks they will be summoned by notice through the post office to your head-quarters for the purpose of being medically inspected.

4. Pending the arrangements which will thereafter be necessary for this inspection, you will cause careful inquiries to be made by means of your out-station serjeants, and other persons to whom these volunteers may be known, as to their character and habits, particularly whether they have any fixed residence or employment, so as to render it probable that they can always be found when wanted.

5. It will also be necessary that you satisfy yourself they really are the persons they represent themselves to be, for as the parchment certificate of service contains no exact description of a soldier, it might, without some check of this kind, be fraudulently used by deserters or others to attain the pension and advantages corresponding to service which they were not entitled to reckon.

6. These inquiries having been completed, you will transmit to this office a list, in the form annexed, of all who have applied to you for enrolment, and have fulfilled the required conditions as to service; and you will note therein your objections to any whom you have found unsuitable for the force, when arrangements will be made with the Medical Department to send round proper officers to inspect the remainder.

7. Each volunteer who is at such medical examination found fit for service must be attested for the force before a magistrate, when he will become entitled to £1 of enrolment money, from which he must immediately provide himself with one pair of ankle boots, two shirts, two pairs of socks, and a stock, to be retained in your district store till the first period of training; and you will then inform him that, on appearing before you at the pension head-quarters or out-station nearest his residence every quarter, he will, on the production of a receipt and certificate of residence, in the form hereto annexed, be paid the like sum of £1 without any deduction, except for fines or penalties incurred by him.

8. You will issue to these men 1*d.* a mile for any distance they have travelled going to or returning from this inspection, together with one day's pay, at the rate to which they would have been entitled if serving with a regiment, and one-half of these rates may in each case be allowed to those who have appeared and been medically rejected. Instructions will shortly be forwarded to you as to the mode of obtaining and accounting for the money required for this purpose.

9. Before any of the volunteers who have been approved for the reserve are attested, you will read over to them the Act of Parliament under which the force is constituted, and the regulations following thereon, so that they may clearly understand the nature of the duties for which they engage; and before they leave your head-quarters you will note in red ink on their parchment certificates that they have been enrolled in the Army Reserve Force of your district, so as to operate as a check upon double enrolments. You will also note, in a record book to be kept for the purpose, all the particulars respecting each man who has been enrolled, and also forward his

structions Pensioner aff.

measurement in the accompanying form, that he may be provided with clothing, of which you will soon be furnished with a pattern.

10. You will also inform each of these volunteers that he must notify either to yourself or to your nearest out-station serjeant, whose address you will give him, any change in his residence, that he may always be found when required; and that as persons will from time to time be appointed to visit his residence, any default in this respect will readily be detected, and lead to the suspension of his allowance.

11. When soldiers, on being discharged from their regiment or depôt, express an intention of entering the force, a note will be made to that effect on their parchment certificate by the officer commanding, which they will present to you on joining the district, and which will be your authority for having them medically inspected and enrolled in manner as herein directed for others who may now be in your district.

12. You will use your best endeavours to make the conditions and advantages of this warrant extensively known over your district through the medium of the pensioners, in the hope that a useful Reserve Force may thus be obtained for Her Majesty's service.—R.

I have, &c., JOHN ROBERT GODLEY.

The Staff Officer of Pensioners.

H. G. Circ. Mem., 1. AT HOME AND ABROAD. 11*th Jan.*, 1860.

otification. Discharge

WITH reference to the Royal Warrant dated War Office, 9th December, 1859, relative to the enrolment of any number of men, not exceeding 20,000, as a *Reserve Force*, His Royal Highness the General Commanding in Chief desires that commanding officers will be particularly careful when soldiers, who have the service* required by the warrant, express (on being discharged) an intention of entering the Reserve Force, to insert a note to that effect on their parchment certificates, which will be an authority for the staff officer of pensioners to take the necessary steps for having them attested for that force.

A corresponding note is of course to be made on the discharge documents.

By Command. G. A. WETHERALL, *Adj. Gen.*

* *Extract from Warrant.*—"Any person who, as a non-commissioned officer or soldier, shall have completed the term of service for which he was originally enlisted, not being less than ten years in infantry, or twelve in cavalry, artillery, or engineers; or who, after five years' service, has been discharged for any other cause than misconduct, without a permanent pension, may, provided he is approved and engages for such service by a declaration in the form hereto annexed, be enrolled to serve in the Reserve Force."—R.D.

ARTILLERY AND ENGINEERS.

1.—PAYMENT AND ACCOUNTS.

W. O. Circ., 170. *5th Nov.*, 1857.

INSTRUCTIONS ON THE SUBJECT OF THE EFFECTS OF OFFICERS AND MEN OF THE ROYAL ARTILLERY AND ROYAL ENGINEERS DYING ON INDIAN SERVICE.

1. THE instructions under the above head, in the Artillery Finance Regulations, pp. 25 to 28, should, where not superseded by those hereinafter laid down, be invariably followed. Effect and Credits in India.

2. Especial attention is directed to the 29th, 30th, and 31st Articles of War, more particularly in reference to the provisions therein contained regarding regiments serving in India.

3. The balances of deceased officers and men, not paid to the legal representative on the spot, are to be lodged, immediately on the expiration of each month, by the officer in command of each company, in the Treasury of the East India Company at the Presidency (obtaining a receipt for the amounts); in order that they may be transferred by the Court of Directors to the account of Her Majesty's Paymaster General, for the purpose of payment, under the orders of the Secretary of State for War, to the several parties entitled thereto.

4. Casualty returns for each company, made up according to the War Office Form No. 57 (pattern of which is transmitted herewith), and in which all sums should appear in British sterling, are to be forwarded to this department, for the present, at the expiration of each month.

5. The receipts (adverted to in Art. 3), for the actual amount shown by the casualty return to have been paid into the Treasury in India, should accompany such return; and a certificate from the proper officer in the East India Company's service, showing the precise sum in British sterling to be recovered in England, should also be appended.

6. Care should be taken to specify on the casualty return whether each officer or man was, or was not, possessed of other property of any description whatever, over and above that appearing thereon in money, which may not have been realized at the date of the return; and in cases in which such property may exist, particulars thereof should be detailed in duplicate, and attached to the casualty return, stating also the steps taken for recovering or realizing the same under the provisions of the Act 6th Geo. IV., cap. 61.

7. By this Act, officers who, pursuant to the Articles of War, collect the effects of officers or soldiers dying on service out of the United Kingdom are empowered to prosecute any steps necessary for that purpose, without letters of administration; and no registrar of any court in the East Indies, or elsewhere, can, in any manner, interpose, unless required to do so by such officers.

General Information with regard to the Finance of Regiments in India, which will be found useful, and should be strictly attended to.

The stoppages received by captains of companies for reimbursement of the tradesmen by whom necessaries may be supplied under the provisions of the

Effect and Credits in India.

Royal Warrant are to be remitted and reported in the same manner as family remittances (*vide* Circular No. 134, dated 7th Sept., 1857), the regimental agent being apprised. The form of return is No. 327A, which should distinctly show the names of the tradesmen, and the amounts due to each.

Stamp duty on commissions, disallowances from former accounts, claimed through the regimental paymasters or otherwise, charges for soldiers' books, and in general all sums intended for payment in this country on the public service, should be remitted in the same manner, and should be included in the last-mentioned Return.—E.

B. HAWES.

W. O. Circ., 300. FOREIGN STATIONS. *9th Aug.*, 1858.

Stoppages Abroad.

CONSIDERABLE inconvenience having arisen from the existing practice of deducting from the extra pay of engineer officers abroad the amount of stoppage to which they are liable when accommodated in public quarters, the Secretary of State for War has decided that the stoppage shall in future be paid by engineer officers into the Treasury chest through the barrack-master at the station.

In the cases of engineer officers serving in the Australian Colonies who are permitted to receive extra lodging money, the sum to be issued under that head should be the difference between the rate authorized and the regulated stoppage.—S.

B. HAWES.

W. O. Circ., 301. *10th Aug.*, 1858.

INSTRUCTIONS FOR PAYMENT OF THE ROYAL ARTILLERY AND ROYAL ENGINEERS.

Payment.

THE paymastership of the Royal Artillery and Royal Engineers held by Messrs. Cox and Co. will cease from the 1st October next.

1. The payment of all troops and companies at home and abroad, including master gunners and tower-keepers, will be made by paymasters appointed for the purpose, by troop and company officers, and by adjutants of detachments.

2. Such payments will include various services in addition to pay, now disbursed by Messrs. Cox and Co., and not to be continued in their payments, such as—

Purchase of Horses,
Carriage of Baggage,
Travelling Expenses,
Forage Allowance,
Command Pay,
Contingent Allowance, &c., &c.

3. Quarterly battalion pay-lists will be prepared by the paymasters from monthly company pay-lists, and from other sources. They will also prepare all other accounts that may be required for services not coming through the battalion pay-lists.

4 They will also correspond with company and other officers, with the War Office, &c.

5. For carrying out the above services, the following regulations are to be adopted:—

6. The regiment of artillery, for the purpose of payment, will be divided into three divisions.

The First Division will consist of the horse artillery, riding house troop, adjutant's detachment field batteries, invalid detachment,

Master gunners, Tower-keepers, additional gunners at Jamaica, gun Lascars at Hong Kong, and other miscellaneous services and individuals not included in the battalions. Payment.

The Second Division will consist of the first seven battalions, and

The Third Division of the second seven Battalions.

The corps of Royal Engineers will form a *Fourth Division.*

Each of these divisions will have a paymaster. Captains of troops and companies, and adjutants commanding detachments, will act as sub-accountants to the paymaster of the division of which their troop, company, or detachment forms a part.

AT HOME.

7. For payment of that portion of his division which is serving at home, the divisional paymaster will be supplied weekly with the necessary funds through the Paymaster General. The troops, companies, and detachments, *not* at Woolwich or Chatham will be supplied with cash, by bills drawn on the Paymaster General on a prescribed form, or through the Revenue Departments or Bank of Ireland, as may be found most convenient, according to the station.

8. The divisional paymaster will, on the 10th of each month, or earlier, if found necessary, render to this office an estimate of the sums required for the ensuing month; such estimate to be made up from the estimates furnished to him by the several officers commanding troops, companies, &c., and will, at the termination of each quarter, prepare a consolidated pay list of each battalion, &c., composing his division. He will also make up monthly accounts current of his receipts and disbursements for each battalion, &c., for the information of this office.

9. Captains of troops and companies and adjutants commanding detachments will prepare monthly estimates of the sums required for their respective companies, &c., which they will deliver or send to the paymaster of their division on or before the 5th of the month preceding that to which the estimate applies.

ABROAD.

10. The amount of the monthly estimate prepared by the officer commanding the troop or company abroad, after approval by the commanding officer of the corps and the comptroller of army expenditure on the station, will be drawn from the cash accountant. This estimate should include all detachments belonging to the company, &c., to which the officer commanding such company will remit the money required for payment of the men agreeably to the War Office Instructions for the conduct of cash business abroad, dated 19th October last.

GENERAL.

11. Officers commanding troops or companies are to deliver or send direct to their divisional paymaster their monthly pay lists, accompanied by the prescribed vouchers, if serving *at home*, before the *third* day of the following month, or, if serving *abroad*, by the *earliest* opportunity after the expiration of the month to which the pay list applies. The pay list is to be examined by the paymaster immediately after its receipt, and should any inaccuracies be found therein the same should at once be pointed out to the officer, and the difference immediately adjusted.

12. New forms of pay lists, muster rolls, and of every description of voucher required from captains of troops and companies, &c., have been prepared on the line system, supplies of which, together with a specimen

ayment. pay list filled up for their guidance, will be transmitted to the several stations at home and abroad, with a view to their adoption from the 1st October next.

13. The muster of the different troops, companies, and detachments at home and abroad will continue to be taken by civil officers as at present, under the regulations in Circular No. 227, dated 9th March, 1858, with the exception of the troops, companies, and detachments at head-quarters (Woolwich and Chatham), which will be taken by the divisional paymasters.

14. The monthly muster rolls hitherto sent to the Accountant General will be forwarded to the divisional paymasters for the verification of the pay lists, after which they will be handed over to the adjutant of the battalion to be lodged in his office for general reference.

15. Many minor details will, doubtless, arise hereafter, but which cannot be fully provided for until the duties commence. It is considered, however, that this outline will in the meanwhile be sufficient for the commencement of the new system.

16. A list of the several documents to be used under the new system is annexed.

17. Any over or short charges which may remain unsettled in the troop or company pay lists for September next are not to be brought into account in the October pay list, but are to be adjusted between the officers commanding and Messrs. Cox and Co.

B. HAWES.

Memorandum to accompany the War Office Instructions of 10th August, 1858, No. 301, relative to the New System of Payment of the Royal Artillery and Engineers. *War Office, 10th August, 1858.*

Transmission of Muster Rolls from India.

1. The original muster roll of a troop or company in India to be forwarded direct to the War Office, and a duplicate to the divisional paymaster at head-quarters.

Amounts due from one Officer to another not to appear in Estimates.

2. Amounts due *to* or *from* officers commanding troops, companies, or detachments, on account of men transferred, &c., are not to be included in the troop, company, or detachment estimate, but in the general state of the pay list, and this mode of settling is to be resorted to *only* when the matter cannot be arranged in any other way.

Good-conduct Returns.

3. When claims are made for good-conduct pay, W. O. Forms O. 143 and 144 are to accompany each troop or company pay list (except when the claim is for a back period, *vide* note at the foot of last-mentioned form), the records of service being furnished by the officer commanding the battalion at head-quarters, upon a requisition from the divisional paymaster.

Transfer Reports.

4. The particular attention of officers commanding troops, companies, and detachments is called to the No. 1 Report (Original W. O. Form O. 95A, Duplicate W. O. Form O.95B), it being expressly provided by the War Office Explanatory Directions, paragraph 52, Art. 170, that "no pay or allowance is to be issued by a paymaster to men joining a regiment or detachment either at home or abroad, without the production of a report (Form No. 1) from

the accountant, by whom they had been previously subsisted, certifying the date to which the men had been actually settled with." The officer commanding the troop, company, or detachment from which any man may be transferred, having transmitted the original No. 1 Report to the officer commanding the troop, company, or detachment receiving such man, will annex the duplicate to the pay list in which his name last appears. Payment.

Account of Men subsisted in Barrack or Garrison Cells.

5. The quarterly account of men subsisted in barrack or garrison cells, W. O. Form 290, is to be forwarded with the troop, company, or detachment pay lists for the months of March, June, September, and December.

Pay of certain Men belonging to the R. E. Field Equipment Corps.

6. Of the pay of certain men belonging to the Royal Engineer Field Equipment Corps, the ordinary rate, viz., 1*s.* 5*d.* per diem, is to be charged in the body of the pay list in common with the pay of other men of the troop, the difference (3*d.*) being charged in the troop pay list at the foot of the Form of Recapitulation of Pay, and a separate statement annexed, showing the names and regimental numbers of the men in question.

Pay Lists.

7. The troop and company pay lists hitherto sent to the adjutant at head-quarters to be discontinued.—P.

W. O. Circ., 307. FOR ENGINEERS AT HOME. 6*th Sept.*, 1858.

COMMANDING Royal Engineers are informed, with reference to Section 9, Article 30, of the Engineer Code, that it will not be necessary for them to insert in future annual estimates items for the provision of fuel and candles for the Royal Engineer Offices under their charge, as these stores will be supplied by the several barrack-masters when the offices are in barracks, in accordance with the barrack regulations. Fuel and Light.

When, however, engineer offices are not in barracks, commanding Royal Engineers will take care to forward their annual statements (B. No. 11, W. O. Form No. 1160) of quantities of coal and candles required, as directed in Circular Order No. 279, that provision may be made for the supply by contract as hitherto; but the expense will be chargeable to the vote for fuel and light, and not to the votes for works.—F.

JOHN ROBERT GODLEY.

W. O. Circ., 344. 19*th Nov.*, 1858.

THE following instructions are published for the information and guidance of master gunners and others in charge of invalids, viz.:— Artillery Invalids.

1. Estimates of subsistence *in duplicate* for themselves and the invalids under their charge are to be forwarded to the Invalid Office at Woolwich not later than 5th of the month preceding that for which they are made up, and care is to be taken that every part of them is properly filled in, and where rations are drawn that the number of days for which credit is given is correctly stated. It is to be distinctly understood that the amount for rations is to be deducted for the month for which the estimate is prepared, so that *no money* will remain in the hands of the master gunner on this account.

2. A supply of printed forms sufficient for four months has been forwarded to each master gunner, &c., from the War Office. Demands for further supplies are to be sent to the Invalid Office at Woolwich from all

rtillery invalids.

stations in Great Britain and the Channel Islands not later than the 1st December in each year, and from those in Ireland to the Artillery Offices of the district in which they are serving.

3. The attention of master gunners is especially called to paragraph 11 of the Instructions dated War Office, 10th August, 1848, No. 301, relative to the transmission of their pay lists, which are to be sent to the paymaster of the 1st Division *through the Adjutant of the Invalid Artillery* at Woolwich. No pay list will be kept in the Invalid Office, but copies of all documents are to be retained by the master gunners, in order to facilitate answers to inquiries it may be found necessary to make.

4. On the removal of invalids from one station to another, and on the occurrence of any other casualty financially affecting the detachment, a report is immediately to be made to the Invalid Office, in which the date to which the men have been subsisted must be shown.

5. In the pay lists, which are to be made up alphabetically, the master gunners will enter their own names under the head of "Officers." The regimental numbers of the men are also to be inserted.

6. To master gunners located by themselves the above instructions do not apply, except as regards the forwarding of their estimates.—I.

B. HAWES.

W. O. Circ., 345. 19*th Nov.*, 1858.

dvances by aymasters.

WHENEVER advances of money are made to men of the Royal Artillery and Royal Engineers by district or regimental paymasters, paymasters of militia, or other military accountants, they are carefully to ascertain the troop or company and battalion or corps to which the men belong, in order that the particulars of the advance, &c., may be transmitted to the paymaster of the division of the Royal Artillery or Royal Engineers at Woolwich and Chatham in whose payment the battalion or corps of the men receiving the advance is included, according to the following allotment, viz.:—

The 1st Division, at Woolwich, consists of the Royal Horse Artillery, Riding House Troop, Adjutant's Detachment Field Batteries, Master Gunners and Invalid Detachment.

The 2d Division, Woolwich: the battalions of Royal Artillery from 1st to 7th.

The 3d Division, Woolwich: the battalions of Royal Artillery from 8th to 14th.

The 4th Division, Chatham: the corps of Royal Engineers.

In the event of troops, companies, and detachments of Royal Horse or Foot Artillery or Royal Engineers being ordered to proceed from one station to another in the United Kingdom so unexpectedly as to render it impracticable to obtain an advance of money in the usual way from the divisional paymaster sufficiently early to meet immediate requirements, district and regimental paymasters, paymasters of militia and other military accountants having funds in their hands are hereby authorized to issue such sums to the officers of Royal Artillery or Royal Engineers, by whom the disbursements are to be made, as they may require; the paymaster or other accountant making the advance reporting the transaction, without loss of time, to the divisional paymaster, who will forward him a bill in repayment on his separate account, with Messrs. Cox and Co., by return of post.—P.

B. HAWES.

[redacted]

W. O. Circ., 346. *19th Nov.*, 1858.

To Officers Commanding Battalions, Corps, and Districts, and Captains or Officers Commanding Troops, Companies, and Adjutant's Detachments of Royal Artillery and Royal Engineers.

1. *Supplementary Estimates for the Expenses of a March.*

On the receipt of an order for the removal of a troop, company, or detachment of Royal Artillery or Royal Engineers from one station to another in the United Kingdom, the captain or officer commanding the troop or company, should he not have sufficient money in hand, will immediately transmit a supplementary estimate for the probable expense of the march, to the paymaster of his division, who will take the necessary steps for supplying the amount thereof. Payment

2. *How Funds may be obtained in Cases of pressing Emergency.*

In the event, however, of the order for the march arriving so suddenly as to preclude the possibility of receiving a sufficiently early remittance from the divisional paymaster, the officer commanding is hereby authorized to apply to any district or regimental paymaster, paymaster of a militia regiment, or other military accountant at the station, who may have funds in hand, to make any advance that may be absolutely necessary, the officer receiving the same notifying the amount to his divisional paymaster, transmitting at the same time a supplementary estimate as before mentioned, in order that the difference, if any, between the sum included therein and the amount received on account may be remitted to the officer.

3. *Circular to Regimental Paymasters, &c.*

A copy of a circular addressed to regimental and other paymasters and accountants, authorizing them to make the advances above referred to, if necessary, is annexed, for the information of the officers concerned.

4. *Issues of Subsistence to be made Fortnightly to Officers detached.*

The issues of subsistence through the Paymaster General, &c., to officers commanding troops and companies detached from head-quarters will in future be made fortnightly instead of weekly, unless the weekly payments be preferred, in which case it is to be so stated in the memorandum on the back of the monthly estimate.

5. *Change of Officers commanding Companies, &c.*

When, at the period of transmitting the monthly estimate to the divisional paymaster, it is known that a change of officers commanding troops or companies will take place at the date of either of the bi-monthly or weekly payments, as the case may be, a note to that effect is to be made at the foot of the memorandum on the back of the estimate, in order that the bills may be made payable accordingly; and whenever any such change is about to occur after the estimate has been sent in, notice is to be *immediately* given to the divisional paymaster.

6. *Pay of Repository Serjeants and Drill Masters.*

In future the extra pay to repository serjeants and drill masters is to be charged in the "General State" of the monthly pay lists of the adjutant's detachment of the battalion or corps to which they belong.

7. *Command Pay, how to be paid at Woolwich.*

The command pay of officers commanding battalions and corps at Woolwich or Chatham will be paid by the divisional paymasters, on production of the usual certificate showing the period they are entitled thereto, which is to be charged in the quarterly battalion pay list.

8. *Command Pay at detached Stations at Home and Abroad.*

ayment. District command pay at home and abroad, forage allowance when the claim has been allowed, extra pay to clerks and others, and authorized contingencies, including sums to libraries and schools, are to be drawn through any one of the companies at the station or within the district, the receipts of the officers and others receiving the same being attached to the pay lists. Certificates from commanding officers showing the period for which they claim command pay are also to be annexed.

9. *Men attached to Companies, &c. for Purposes of Payment.*

Non-commissioned officers and men at out-stations at home and abroad, who do not actually belong to a troop or company at the station or within the district, are to be paid through any one of the troops or companies serving at such station or in such district, their names appearing in alphabetical order immediately after the men of the same ranks belonging to such troop or company, and the letter or number of the troop or company and the battalion or corps to which the attached non-commissioned officers and men belong are to be carefully stated in red ink above their names in the muster rolls and pay lists.

10. *Detached Men, how to be paid.*

Men detached in such situations as preclude the possibility of receiving their subsistence through the medium of a troop or company will receive it, by advice, from the divisional paymaster through any paymaster at the station, who will be reimbursed by the divisional paymaster by means of a bill at sight on his separate account with Messrs. Cox and Co.

11. *Remittance to Regimental Paymasters, &c.*

Officers commanding troops, companies, and adjutant's detachments having occasion to remit money to district, regimental, or militia paymasters, in repayment of advances made to men or recruits, will do so in the following manner:—

No. 1 Reports, how to be disposed of.

On the receipt by the divisional paymaster of a No. 1 Report or other authorized document, it will be handed to the officer commanding the troop, company, or detachment to which the men are sent, who will then instruct the divisional paymaster to repay the advance, the latter being furnished by an authority, as per the following form:—

* —— *Royal* ——.

£—— Place ——. Date ——.

The paymaster of —— division is requested to remit to the paymaster of —— the sum of —— on account of ——, credit for which will be given in my pay list for the month of ——, 18—.

—— Signature.

To the Paymaster of the —— Division.

12. *Railway and Steam Boat Warrants.*

Officers authorized to issue warrants for passages by railway, steam boat, or other modes of conveyances, will continue to do so on War Office Form O. 134, making the same payable at the office of Messrs. Cox and Co., Craig's Court, Charing Cross, London, S.W., who will charge the same to the separate accounts of the divisional paymasters.

In all such warrants especial care must be taken to specify the troop, company, or detachment, and battalion or corps to which the men belong;

* Troop, company, or detachment.

and when men proceeding together belong to different battalions, &c., a separate warrant is to be made for the men of each of such battalions, &c. Payment.

13. *Credits for Rations on Board Ship.*

When under any circumstances provisions are furnished to men while on board ship, care must be taken by officers commanding troops, companies, and detachments to give credit for rations supplied during the passage, attaching to the pay list the certified ship ration return.

14. *N.-C. O. and Men on Recruiting Duties at Head-quarters.*

Non-commissioned officers and men employed on recruiting duties by adjutants at head-quarters having "beating orders" are to continue, as at present, to be paid as "attached" men in the adjutant's detachments of the battalions for which they are so employed. Men attached to the adjutant's detachment, 1st battalion, for duty in the band, are to be similarly paid.

15. *Recruits joining at Head-quarters.*

The names of recruits joining a battalion at head-quarters, and afterwards given over to the Royal Horse Artillery, Field Batteries, &c., before the end of the month in which they arrive at head-quarters, are to appear in the pay list of the adjutant's detachment of the battalion first receiving them as recruits; and in that of the Royal Horse Artillery or Field Batteries as effective men, and not as recruits, from the date they actually join the same; the pay, however, of those posted to the Royal Horse Artillery being charged to the end of the month, whether they are intended to serve as gunners or drivers, at the rate of 1*s.* 3¼*d.* a day.

16. *Officers commanding Detachments of Troops or Companies.*

Officers commanding detachments of troops or companies separated from the head-quarters of such troops or companies are to prepare pay lists on War Office Form O. 44 for home service, and War Office Form O. 53 for foreign service for the Royal Artillery; and War Office Form O. 212A for home, and War Office Form O. 212 for foreign service for the Royal Engineers, which they will transmit to the officers commanding, for embodiment in their troop or company pay lists; the officers commanding the troops or companies providing for the amount required for such detachments in their estimates, taking such steps (abroad) for the transmission of the amount to the officers detached, as directed in paragraph 10 of the Instructions from the War Office, dated 10th August, 1858, No. 301. At home they will give such information in the memorandum on the back of their estimates as will enable the divisional paymasters to advise the War Office of the steps which will be necessary to ensure the prompt issue of the money to the officers in command of the detachments.

17. *Drivers attached to Battery Companies.*

Drivers attached to field battery companies at home are to appear, as at present, in a separate muster roll; but the pay is to be included in the pay list of the companies to which they are so attached, in the place specially appropriated for them.

18. *Half-Yearly Alphabetical Lists to be discontinued.*

The half-yearly battalion and corps alphabetical lists of men entitled to good-conduct pay hitherto transmitted to the War Office are to be discontinued.

19. *Settlement of Amounts due to and from Companies in the "General State" not applicable to India.*

ymont. The provision made in the "General State" of the pay list for the settlement of amounts due to and from troops or companies does not apply to those serving in India.

20. *Transmission of Pay Lists for Home Service.*

The pay lists of troops and companies on home service are to be forwarded to the divisional paymaster on or before the 6th of the month following that to which such pay lists apply, instead of the 3d, as directed in Article 11 of the War Office Instructions, dated 10th August, 1858, No. 301.

21. *Transmission of Estimates.*

The troop, company, and adjutant's detachment estimates are to be sent to the divisional paymasters by the 8th of each month, instead of the 5th, as directed in Article 9 of the War Office Instructions of 10th August, 1858, No. 301; and the divisional paymasters will transmit their estimates to the War Office by the 15th of each month, instead of the 10th, as directed in Article 8 of the said Instructions.

22. *Supplementary Estimates for Troops, Companies, &c., ordered for Embarkation.*

When troops, companies, and detachments, are placed under orders for foreign service, the officers commanding the same are to send to the divisional paymasters supplementary estimates for advance pay in sufficient time to enable them to procure the necessary funds for immediate issue when required.

23. Referring to Form No. 15 of the specimen pay list, circulated with the War Office Instructions of 10th August, 1858, No. 301, officers commanding troops, companies, and detachments, are informed that, in cases of men transferred from one troop or company to another of *the same corps or battalion*, the columns headed "Place of birth," "Trade," "When enlisted," "Date of enlistment," need not be filled in, that information being only necessary when the men become non-effective, or are transferred to some other corps or battalion.

24. *Paymaster's Offices at Woolwich and Chatham.*

The offices of the paymasters of the Royal Artillery and Royal Engineers being now at Woolwich and Chatham, letters, returns, &c., intended for those officers, are, in future, to be directed accordingly.—P.

B. HAWES.

W. O. Circ., 368. HOME STATIONS. 31*st Dec.*, 1853.

ppages at ine. SECRETARY Major General Peel has decided that the stoppages made from the extra pay of engineer officers accommodated with public quarters or fuel and light, hitherto credited to the public by the regimental paymasters, shall, from 1st October, 1853, be paid by the officers themselves to the barrack-master at the station, who will credit the same in his accounts with this department.

Barrack-masters at all stations throughout the United Kingdom will therefore be careful to secure such stoppages from the officers so accommodated, in accordance with the following scale, from the above-mentioned date:—

[redacted]

Stoppages Home.

Ranks.	Annual Stoppage for	
	Quarters.	Fuel and Light.
	£ s. d.	£ s. d.
Regimental Field Officers, . .	27 6 0	25 0 0
Captains, ...	20 16 0	12 10 0
Lieutenants, ...	15 12 0	

S. B. Hawes.

W. O. Circ., 462. 19*th Aug.*, 1859.

Payment.

A paymaster having been appointed to each brigade of the Royal Artillery, in consequence of the re-organization of that corps, from 1st July last, all such reports and other documents as have hitherto passed between District and other paymasters, and the divisional paymasters and Battalion Offices at Woolwich, should in future be forwarded to the head-quarters of the brigades on home service, and to the depôt brigade at Woolwich, in regard to those on foreign service.

The present head-quarter stations of brigades are as follow:—

Horse Brigade,	.	Woolwich.	8th Brigade,	.	Portsmouth.
1st Brigade,	.	Do.	9th Do.	.	Dublin.
2d Do.	.	Dover.	10th Do.	.	Guernsey.
3d Do.	.	Devonport.	11th Do.	.	Bengal.
4th Do.	.	Woolwich.	12th Do.	.	Mauritius.
5th Do.	.	Gibraltar.	13th Do.	.	Bombay.
6th Do.	.	Malta.	14th Do.	.	Bengal.
7th Do.	.	Canada.			

Such communications only as relate to periods prior to the 1st July should continue to be addressed to the late divisional paymasters.—P.

John Robert Godley.

W. O. Circ., 463. Foreign Stations. 19*th Aug.*, 1859.

Stoppages Abroad.

With reference to Circular No. 300 (41—Engineers, 16), respecting the payment into the Treasury chest of stoppages due by engineer officers abroad, who are accommodated with public quarters, the Secretary of State for War has determined that these stoppages shall in future be accounted for in quarterly statements instead of the monthly returns prescribed by Art. 26, Section 2, of the Engineer Regulations.—S.

John Robert Godley.

W. O. Circ., 517. 12*th Dec*, 1859.

Forage or Rations.

The Secretary of State for War having had under consideration the special forms hitherto transmitted to this office for the monthly receipt and issue of forage to horses of officers of the Horse Brigade and Riding Establishment, and to troop horses of the Royal Artillery in barracks or stationary quarters, as enumerated in Article 27, at page 85 of the Finance Regulations, has decided that, under the new organization of that corps, these several forms shall cease to be rendered in respect of supplies subsequent to the 31st

rage and tions. December next, and that those now in use by regiments of cavalry and other mounted corps shall from that day be made available for the several Artillery Brigades, the Riding Establishment, and the Engineer Train at home stations.

The supplies drawn at the camps at Aldershot and the Curragh will be accounted for as at present, by the senior commissariat officers at those stations.

The following instructions are added for the guidance of the officers concerned in the preparation and transmission of the necessary documents:—

The requisition and receipt, W. O. Form O. 132 (the amended Form 60 of the Finance Regulations), will be superseded by the forage receipt, W. O. Form 1009.

The artillery barrack diary, W. O. Form 114 (the amended Form 61 of the Finance Regulations), will be substituted by the extract of adjutant's roll, W. O. Form 30, and the monthly account of forage supplied, W. O. Form 15, it being understood that, although the horses foraged at the camps at Aldershot and the Curragh are to be included in the Form 30 as having drawn their rations from such source, the forage is to be excluded from the Form 15, which is to contain only supplies drawn direct from contractors and innkeepers.

The horse billet claim, W. O. Form O. 349, will be superseded by that for the cavalry, W. O. Form 1016, and each brigade of artillery will follow the practice of regiments of cavalry, by including in one set of returns (Forms 30 and 15) the forage supplied during each month to all the batteries of which it is composed, showing the total of officers' and troop rations in each county, or separate contract, rendering, however, distinct and separate accounts for Great Britain and Ireland when portions of the brigade may be stationed in both countries during the month, a course which should also be observed in reference to the supplies of bread and meat accounted for on W. O. Forms 6 and 7, which should be rendered in brigades, and the whole of the rations drawn by the brigade within the month included in one set of such forms.

In the preparation of the extract of adjutant's roll, care should be taken that charges for forage in respect of horses transferred to other batteries, which they may join on the same day, are not twice made; *i. e.*, one by the battery from which they are struck off, and again by that to which they are removed.

The extract of adjutant's roll, W. O. Form 30, and the bread and meat accounts, W. O. Forms 6 and 7, should be rendered in duplicate; and supplies of all the forms referred to may be obtained on application to the Under Secretary of State, War Office, Pall Mall.—F.R.

B. HAWES.

The Officer Commanding —— Brigade of Artillery.

W. O. Circ., 561. *3d March*, 1860.

usters. WITH reference to Circular No. 227, dated 9th March, 1858, it is considered desirable that commissariat officers acting as cash accountants to this office should, when practicable, be relieved from the duty of mustering the corps of Royal Artillery and Royal Engineers, and that batteries, companies, and detachments of these corps, whether at home or abroad, should be mustered by an artillery or engineer paymaster, or artillery acting paymaster, if at the station.—M.

B. HAWES.

W. O. Circ., 708. *28th Aug.*, 1861.

Charges for Engineers Abroad.

THE present mode in which military charges for the Royal Engineers are brought to account abroad, for other than those which are strictly company services, being attended with inconvenience, the following rules are to be adopted from and after 1st January, 1862:—

At stations where companies of engineers are serving, such charges will continue to be paid by the commanding officers thereof, and included in their pay lists rendered to the paymaster at head-quarters.

At stations where there are no companies serving, such payments will be made by the military or other local accountants, and charged by them in their public accounts with the War Office, as advances to the paymaster or agents of the corps, as the case may be, forwarding an explanatory list thereof with the proper vouchers and receipts to the paymaster or agents concerned, who will, on receipt of the same, return an acknowledgment for them.

The mess allowance of engineer officers, and the pay and allowances of officers acting as assistant engineers, are services with which the agents, and not the paymaster, are now concerned.—A.

EDWARD LUGARD.

W. O. Circ., 736. *20th Jan.*, 1862.

Accounts, Pay, &c.

THE Secretary of State for War having decided that the provisions of Circular No. 386, of 8th February, 1859, shall, with the exception of the first paragraph, apply to the Royal Artillery and Royal Engineers, from 1st April, 1862, the following rules are to be strictly observed:—

1. Regimental officers will continue as heretofore to receive their pay, according to their own option, from the regimental agents or paymasters.

2. With a view to secure an earlier and a more direct charge and audit, the pay of regimental officers, when so issued by the paymaster, is to be charged in his pay list, and finally audited in that account.

3. The charges in the agents' accounts under such head are to be restricted to the pay of those officers who have selected the regimental agents to receive their pay from.

4. Whenever an officer is, at his own option, transferred from the payment of the agents to that of the paymaster, or *vice versâ*, the prescribed pay certificate (130th and 131st Articles of the Explanatory Directions to Paymasters) will be invariably required in duplicate, the *original* being annexed to the account in which the pay is for the future to be charged, and the *duplicate* to the account in which the pay will cease to be charged.

5. The foregoing rules will also apply to the extra pay and servant allowance of engineer officers.

6. The separate quarterly statement of officers' pay, prescribed by the 43d Article of the Explanatory Directions, will be discontinued, and the 8th and 145th Articles of those instructions will be inapplicable from 1st April, 1862, the date on which the present regulations take effect.—A.

B. HAWES.

ARTILLERY AND ENGINEERS.

2.—CORPS OF ROYAL ENGINEERS.

W. O. Circ., 17. 31*st Dec.*, 1856.

Testimonials to Character.

THE Secretary of State for War wishes that the special attention of officers of engineers should be called to Section 2, Article 19, of the Engineer Code, which forbids delivering to any individual, military or civil, testimonials of character.

It is the duty of every officer to make periodical confidential reports of the character and conduct of persons under his orders, and it is his duty also to bring specially before the Inspector General of Fortifications, for the information of the Secretary of State, any cases of conduct specially deserving of praise or blame.

The Secretary of State will be entirely guided by these reports in promoting members of the civil staff from one situation to another, and in the case of persons leaving the service, any individual desirous of employing them will always be at liberty to apply to the Secretary of State for an account of the character they bore while in the service; but testimonials or certificates are in no case to be given into the hands of the persons to whom they relate.

Experience has proved that such testimonials are in most cases given with very little consideration: they are of no service to men of known high character, and are sometimes made use of in a very improper way.—T.

B. HAWES.

W. O. Circ., 22. HOME AND FOREIGN. 31*st Dec.*, 1856.

Demands for Instruments.

IT is directed that in future you will make your demands for surveying and other mathematical or philosophical instruments, separate from those for stationery for the drawing room, which should include articles of the description only of those referred to in the Circular dated 21st September, 1836.—I.

B. HAWES.

The Commanding Royal Engineer at———.

W. O. Circ., 41, (*Ext.*) 3*d Feb.*, 1857.

Walnut Trees.

"THE Secretary of State for War has directed that the walnut trees planted on the property of the War Office shall be transferred from the care of the storekeeper at each station to that of the Inspector General. It will therefore be the duty of the commanding royal engineer at each station to take charge of these trees, and to provide in his estimates for any small expenses that may be necessary for their care and preservation.

It is not the desire of the Secretary of State to add to the present number of the trees, but that those at present existing should be duly cared for.

The commanding royal engineer will, with his annual perambulation report, forward a statement of the trees under his care, in the same form as that hitherto sent by the storekeeper, and will state what trees he would recommend being felled during the next season."—W. Walnut Trees.

B. HAWES.

W. O. Circ., 45. 14*th Feb.*, 1857.

WITH reference to the recent reports of commanding royal engineers as to the "State of Plans" in their respective districts, called for by Circular of 18th September, 1856, it is considered that much may be done towards making good the deficiencies, by adapting to the purposes of the War Office the Admiralty Charts and large scale Ordnance Surveys: on the former, the positions, and on the latter, the particulars, of the lands and works belonging to the War Office might be accurately delineated. Plans and Maps.

It is therefore proposed from time to time to transmit to the commanding engineers duplicate copies of such authentic engraved plans as can be obtained, to be completed with information specially required for military purposes: one copy being retained at the station, and one transmitted for record in the War Office.

These plans are to be finished with strict reference to Circular dated 23d February, 1849; and the boundaries are to be shown in compliance with Article 14, Revised Section 6 of the Code.

The configuration of the ground is to be shown on the Ordnance Survey Plans with the brush and sepia, or indian ink, and not with the pen.

The commanding royal engineers will cause to be added to the plans any further information, not specified in the Circular of 1849, which they may consider useful for military purposes.

All additions to and alterations in the military buildings, or in any important civil structures, having a bearing on the defences, which have occurred since the date of the survey, are to be carefully introduced.

When the scale admits of it, as it will in the large scale Ordnance Plans, a few general sections are to be added.—P.

By order. H. C. OWEN.

W. O. Circ., 53. 23*d Feb.*, 1857.

CASES having arisen of private architects applying to be furnished with printed copies of the Royal Engineer District Schedules of Prices, the Secretary of State for War has considered in what way it is best to meet such applications. Price Schedules.

His Lordship has decided that in all cases in which there is no strong reason to the contrary, the public should have the advantage of whatever skill and trouble may have been given to subjects of this kind by Her Majesty's officers, upon payment of a certain fixed price.

That price should be such as should not only cover the cost of paper and printing, but entirely to negative any idea that it is intended to enter into any competition with price books published by private enterprise.

After consulting with the Comptroller of the Stationery Office, this price has been fixed at 3*d.* per folio foolscap sheet.

In all future cases of printing schedules of prices, the commanding royal engineer will have the price printed on the title page, computed at the rate of 3*d.* per foolscap folio sheet. Thus, if it consists of seven sheets, the words "Price 1*s.* 9*d.*" would be printed on the title page.

The commanding royal engineer will then furnish to the storekeeper, or other local accountant of the War Office, such a number of copies as are

rice Sched-les. likely to be wanted by private individuals, who are, upon inquiry, to be directed to apply to the storekeeper.

The storekeeper or barrack-master will render to the Accountant General, half yearly, a statement of the number of copies received from the commanding royal engineer, the number sold, amount received, and number of copies on hand, and this return is to be certified by the commanding royal engineer.

As it is never likely that more than a few copies will be demanded, it does not seem necessary at present to incur the expense of printing a greater number than it has been hitherto the custom to print.

The sale or distribution of copies by any officer of the department, or through any other channel than that above pointed out, is positively forbidden.

Contractors are to be furnished with the number of copies necessary, at the direction of the commanding royal engineer.—P.

B. HAWES.

W. O. Circ., 89. 11*th April*, 1857.

erambula-on Reports. COMMANDING royal engineers will in future draw up the perambulation reports (Form Appendix No. 11 of the Engineer Code) on foolscap paper; also all other documents, except such as absolutely require a larger form of paper.

No change is necessary in the size of the annual estimates.—P.

H. C. OWEN.

W. O. Circ., 98. 30*th April*, 1857.

nauthor-ed Expen-ture. IT is with great pain that the Inspector General of Fortifications has had to submit to the Secretary of State for War, at the end of the past financial year, several cases of unauthorized expenditure on the part of commanding engineers.

An estimate may be insufficient, difficulties in obtaining foundations may occur, and in other ways it may happen that the sum authorized for a particular service may be inadequate to the end which it is required to attain.

The Engineer Code provides for such cases. It is the duty of the commanding engineer at once to report the difficulties he has encountered, and the necessity for a further grant to carry out the service effectually. But the code does not provide for an unauthorized expenditure, that is heedlessly, and even in some cases wilfully incurred. It does not provide for an officer making improvements or alterations in a building, leading to increased cost, with no further reason to allege than that in his opinion they were desirable. This is a reason for suggesting an improvement, but not for carrying it out from funds provided for other purposes, or even from funds not placed at the disposal of the officer.

This is, in fact, usurping a power of altering the appropriation of Parliamentary votes which the Secretary of State does not himself possess, and which he certainly will not tolerate in officers of engineers.

It is not possible for the Inspector General of Fortifications to offer to the Secretary of State any excuse for conduct of this kind. If an engineer officer be not able to control the expenditure of the funds entrusted to him; if he be ignorant of what he is going to do, how much it will cost, and what liabilities he is incurring; still more if, knowing that he is exceeding the authorized expenditure, he withhold the information for a single day, he is *not fit for the* duties of his corps.

Officers of engineers must be aware that no excess upon a service authorized by Parliament can be incurred, and no change in the appropriation of a vote can be made, without the authority of the Lords Commissioners of Her Majesty's Treasury. The Secretary of State has directed that, in all future communications on this subject to the Lords of the Treasury, the name of the officer responsible shall be reported to their Lordships, and thus a record will be maintained at the Treasury, as well as in the War Office, of officers who have involved the Government in unauthorized liabilities. On this record the Inspector General of Fortifications trusts, after the present warning, that the names of very few officers of the corps will be placed.—E. Unauthorized Expenditure.

J. F. BURGOYNE.

W. O. Circ., 628. HOME. 31*st Aug.*, 1860.

MR. SECRETARY HERBERT having had under his consideration the want of uniformity between the boundaries of the Royal Engineer Districts and of the Military Commands in England, has, with the concurrence of His Royal Highness the General Commanding in Chief, approved of the following arrangements:— Engineer Districts.

1. The Northern Military District will comprise the four Engineer Districts of Newcastle, York, Manchester, and Birmingham, except such portions of the two latter as belong to the Home District, and are specified in paragraphs 4 and 5.

2. The Newcastle Engineer District will comprise the counties of Northumberland, Durham, Cumberland, and Westmoreland.

3. The York Engineer District, those of York and Lincoln.

4. The Manchester Engineer District, Lancashire, Cheshire, Derbyshire, Flint, and Denbigh, the Isle of Man, and those counties of North Wales in the Home Military District which are more accessible by railway from Manchester than from London—the Head-quarters of the Home District—or from Pembroke, the Head-quarters of the South Wales Engineer District, viz., Anglesea, Carnarvon, Merioneth, and Montgomery.

5. The Birmingham Engineer District will comprise the counties of Leicester, Nottingham, Northampton, Warwick, Stafford, Worcester, and Salop; and, for the same reason that certain counties of the Home Military District are attached to the Manchester Engineer District, the counties of Gloucester, Radnor, and Hereford.

6. The Home Military District will comprise, besides the fractions of the Birmingham and Manchester Engineer Districts already specified, the Engineer Districts of South Wales, London, and Colchester (or Eastern District).

7. The South Wales Engineer District to include the counties of Cardigan, Brecknock, Carmarthen, Pembroke, Glamorgan, and Monmouth.

8. The London Engineer District to comprise Middlesex, Bedford, Berks, Hertford, and Oxford, with Croydon as at present, and excepting the Store Establishments at Pimlico and Millbank.

9. The Colchester, or Eastern Engineer District, to include Norfolk, Suffolk, Cambridge, Huntingdon, and Essex, except Enfield, Waltham Abbey, Shoeburyness, and the Thames Batteries.

10. The Dover Engineer District to comprise East Kent, bounded by the roads running through Faversham, Ashford, and Tenterden, to a point between Towers 38 and 39 on the South Coast.

11. The Chatham Engineer District to comprise the remainder of Kent, except Sheerness and Woolwich, together with the Thames Batteries in Essex.

Engineer Districts.

12. The Brighton Engineer District to comprise Sussex and Surrey, except Croydon.

13. The South-west Engineer District to comprise the South-west Military District, except Dorsetshire, which will form the Portland Engineer District.

14. The Western Engineer District to comprise Cornwall and Devonshire, as far east as the Rivers Teign and Torridge.

15. The Exeter Engineer District to comprise the remainder of Devonshire and Somersetshire, with Bristol and its vicinity.

No alterations will take place in the boundaries or extent of the Engineer Districts of Aldershot, Sandhurst, Woolwich, Sheerness, or that of the manufacturing departments.—D.

B. HAWES.

H. G. Circ. Mem., 138. FOREIGN STATIONS. *6th June*, 1861.

Naval Questions.

HIS Royal Highness the General Commanding in Chief having concurred with the opinion of the Secretary of State for War, that much time and expense would be saved by empowering commanding royal engineers to report upon any engineering question referred to them by the Naval Commander in Chief, or senior naval officer on a station, His Royal Highness is pleased to direct that such reports shall be rendered, and the most cordial assistance be given by commanding royal engineers, whenever it can be done without detriment to the performance of their regular duties.—E.

By Command. J. YORKE SCARLETT, *Adj. Gen.*

ARTILLERY AND ENGINEERS.

3.—THE ROYAL REGIMENT OF ARTILLERY.

W. O. Circ., 88. HOME AND FOREIGN. *9th April*, 1857.

IN order to obviate as much as possible the necessity in future of employing civil artificers on occasions of active service, the Secretary of State for War has approved of each company of garrison artillery having at all times attached to it two soldier artificers, as wheeler (or carpenter) and smith. Soldier Artificers.

These men are to be mustered and paid as gunners and drivers, and will form part of the established number of that rank, and are to be distinguished by the badges worn by the wheelers and smiths of the field artillery. When actually employed in the public works they will receive working pay at the rate of 1*s.* 3*d.* a day; those belonging to companies at Woolwich are to be employed in the Royal Arsenal, and those at out-stations at home and abroad, under the orders of the commanding engineer or storekeeper, as local circumstances may point out, in repairing gun carriages, platforms, &c., in conjunction with such other tradesmen as may be employed under the direction of those officers. Commanding officers of artillery are directed to give immediate notice of the arrival of a company at a station to the commanding engineer or storekeeper, as the case may be, that his military artificers, whose names are to be stated, are available for the public works; and they are enjoined to co-operate in carrying out the intention of the Secretary of State by giving employment to these artificers whenever the public service will admit of it.

Returns, according to the annexed form, of the work performed by the military artificers are to be furnished to this department, quarterly, through the director general of artillery, for the information of the Secretary of State.

The men are to be supplied with tools from the public store.

B. HAWES.

Station,——— Date,———.

QUARTERLY RETURN showing the nature and amount of Work performed by the under-mentioned Military Artificers, between the —— and —— 18—.

Rank.	Names.	Company.	Trades.	No. of days employed.	Nature and Amount of Work.	REMARKS of the Commanding Engineer or Storekeeper, on the efficiency, &c., of the Men, and their utility to the Public Service.

W. O. Circ., 196. *29th Dec.*, 1857.

stody of ores.

THE Secretary of State for War having had under consideration the store accounts rendered by officers commanding royal artillery has approved of the following regulations, viz.:—

1st. Officers commanding Royal Artillery at stations at home and abroad, and officers commanding troops of Royal Horse Artillery and field batteries, are required to preserve an accurate record of the receipt and expenditure of all ammunition and other stores in their charge, as laid down in Article 32, page 183, of the Finance Regulations, and in the Circular Orders of 21st January, 1828 (O—1852), and 12th May, 1830 (D—1262). They are also to take care that, in rendering their store accounts, the several transactions entered therein are supported by proper vouchers, as without them the entries will be disallowed.

2d. When an officer is relieved from the command of a station or district, he is to cause a remain of stores to be taken, in conjunction with the officer assuming the command and the military storekeeper on the spot, if there be one; reporting the result, through the director general of artillery, to the Secretary of State for War, in order that the value of any articles deficient, which cannot be satisfactorily accounted for, may be charged against the officer transferring the stores.

3d. Any officer assuming the command of a station or district, who neglects to ascertain the actual state of the stores given over to him at the time of the transfer, will be understood to have admitted the accuracy of his predecessor's accounts, and be held personally responsible for any deficiences which may afterwards be discovered.

4th. Officers commanding troops and field batteries will be held responsible for every article of field equipment in their charge; and whenever a change of captains or officers commanding takes place, a certificate from the relieving officer, according to the annexed form, of his having received over the stores must accompany the annual store return to be made up on the 31st March, and rendered to this office, through the adjutant general of artillery, on or before the 30th June.

5th. Any deficiency in the equipment that may be discovered at the time of the transfer is to be immediately reported to the Adjutant General for the information of the Secretary of State for War, by whose order the articles wanting to complete will be replaced from the public store at the expense of the officer chargeable therewith.

The Officer Commanding ——. B. HAWES.

Form of Certificate.

I certify that on taking over the charge of —— troop Royal Horse Artillery [*or* "—— field battery Royal Artillery"] from Captain —— on the ——, 18—, I carefully examined the guns, stores, and every article of equipment belonging thereto, and that the several articles so taken over by me correspond in every respect with the detailed account contained in the store returns for the current year, *with the following exceptions.*

N.B.—The words in italics to be struck through with a pen if the account and stores are correct.—s.

W. O. Circ., 280. *29th June*, 1858.

tillery Invalids.

THE attention of the Secretary of State for War having been drawn to a charge made for the employment of a master gunner and invalid artillerymen in moving and placing guns in position, the work in question coming

under the head of "the Common Duties of Artillerymen," as specified in Article 1, pages 72 and 73 of the Artillery Finance Regulations, district commanding officers of artillery are informed that the employment of invalids on duties of the above nature, involving expense, is strictly prohibited, whenever effective artillerymen can be made available without any cost to the public.—L. Artillery valids.

B. HAWES.

The Officer Commanding Royal Artillery, —— district.

H. G. Circ. Mem., 15. AT HOME AND ABROAD. 13*th March*, 1860.

THE General Commanding in Chief having approved of the "Manual of Artillery Exercises," which embodies the service of ordnance and the carbine drill, the book will be furnished to general officers commanding troops, and to brigades and batteries of artillery; and officers of the corps are each to provide themselves with a copy, the publishing price of which is 2*s.* 4*d.* Artillery Exercises.

His Royal Highness directs that the instructions contained in the "Manual of Artillery Exercises" be strictly attended to throughout the service.

In order that a uniform system may be followed in the Royal Artillery in the instruction of recruits, and in the drills and exercises of batteries, His Royal Highness the General Commanding in Chief is pleased to direct that the commanding officers of brigades shall be governed, as far as the means at each station will allow, by the accompanying tables A. and B.*

For the record of the drills and exercises of recruits the instructors are to be required to keep two books, as per forms C. and D. annexed,* and commanding officers of brigades of artillery will furnish to this office, on 1st January in each year, for the information of His Royal Highness the General Commanding in Chief, a return of drills, as per form E.* herewith, accompanying it with a report on the general state of instruction and efficiency of the several batteries, heretofore furnished under paragraph 3 of the Regimental Circular of 24th March, 1848.

The books for drill instructors and forms of annual return of drills abovementioned may be had on requisition in the usual manner, and the books of the drill instructors, when filled up, are to be lodged in the brigade offices for reference.—E.

By Command. G. A. WETHERALL, *Adj. Gen.*

W. O. Circ., 575. 28*th March*, 1860.

THE Secretary of State for War having decided that for the future the annual pecuniary grants in aid of Royal Artillery libraries shall be equally distributed to the several officers in command of brigades, to be by them apportioned in such manner as may appear to them to be most advantageous to the service, applications for such grants should be addressed to the commanding officers of brigades, instead of, as heretofore, to this department. Libraries.

The sum of £20 will be allotted for each brigade, and the commanding officer of each should forward, on 1st April and 1st October, a half-yearly report in duplicate, according to the enclosed form, for each library to which assistance may be given, addressed to the Secretary to the Council of Military Education, Horse Guards.

* May be had upon application.

rries. The allowances in aid of the libraries of the corps of Royal Engineers, at the rate of £2 10*s.* per company per annum, may be charged half-yearly, as heretofore, in the pay lists; and half-yearly returns on the enclosed form should be regularly transmitted as above.

B. HAWES.

HALF-YEARLY LIBRARY REPORT—ROYAL ARTILLERY AND ROYAL ENGINEERS.

(*To be rendered in duplicate.*)

REPORT of the —— Library, at ——, for the half-year ending ——.

INFORMATION TO BE GIVEN.	REMARKS.
1. State the number of subscribers, officers, non-commissioned officers, and gunners and drivers, separately, and the amount of the monthly subscription of each rank.	
2. The number of works and the number of volumes comprising the library.	
3. The name of the librarian, the date of his appointment, and his salary, and whether he gives satisfaction.	
4. The manner in which the affairs of the library are conducted.	
5. Whether there is a reading-room attached to the library, the hours during which it is kept open, and what newspapers and periodicals are purchased.	
6. A statement of account for the half-year in detail.	

The Secretary to the Council of Military Education, Horse Guards. L. ——, Treasurer. ——, Commanding Officer.

H. G. Gen. Ord., 762. *25th August*, 1860.

tillery and gineer mmand- THE proper position of the officer commanding the Royal Artillery and the commanding royal engineer at reviews, state, or other ceremonials, or when inspected by a general officer, not being clearly defined, His Royal Highness the General Commanding in Chief directs that upon such occasions, as a general rule, these officers receive the reviewing or inspecting officer at the head of their respective commands, but that they immediately afterwards join the staff.

Field officers in command will not, however, be required to take the head of single batteries or companies under their own captains, but will join the staff.

All general officers must be aware that the maintenance of close and confidential relations between themselves and the heads of the artillery and engineers under their command, is essential to the performance of their duties as regards those great branches of the service.

With an army in the field this principle is always recognized to the fullest extent, and this recognition should prevail at all times and in all places.

His Royal Highness having fixed the place of these commanding officers at the formal reception of general officers on parade, would impress on the latter that he considers this arrangement as an interruption of the usual

relations between themselves and the heads of the artillery and engineers, and he therefore desires to make this interruption as brief as possible. In so doing he consults alike the benefit of the service and that of the general officers. Artillery Engineers. Commanders.

In the case of a captain of a single battery or company being also the commanding officer of artillery or engineers on the spot, the general officer commanding will use his discretion as to this officer's position during a review.—C. By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 775. *24th Jan.*, 1861.

HIS Royal Highness the General Commanding in Chief having decided that the subaltern officers of the Royal Artillery shall pass an examination before being promoted to the rank of captain, the same is notified for general information. Examination of Subalterns.

The examination of the lieutenants of the Royal Artillery will be similar to that required of officers of the line, as laid down in the Queen's Regulations, paragraphs 72, 73, and 74, with the exception of the requirements of paragraph 10, page 73: a general knowledge of the evolutions of cavalry and infantry will suffice.

In addition to the foregoing, lieutenants of the Royal Artillery will be examined as to their acquaintance with the more special duties of their profession, and the accompanying list of subjects is promulgated as a guide to the nature of the examination.

Every officer, on becoming the thirtieth on the list of lieutenants, must be prepared to undergo the required examination.

An officer, however, who wishes to be examined at an earlier period, may, after four years' service, apply for such examination.

Instructions will from time to time be issued from this department to the general or other officers commanding districts or stations to assemble a board, to consist of three officers, viz., a field officer (of the Royal Artillery, if possible), an officer of the staff, and a captain of Royal Artillery, or an officer of that corps who may have already passed the examination.*

If it be impossible to obtain a staff officer, a captain of the line should be substituted; if a second officer of artillery cannot be had, an officer of Royal Engineers should be substituted; but it must be understood that either the president or one member of the board must be selected from the Royal Artillery.

That portion of the examination which can be best replied to in writing will be conducted by means of questions prepared by the deputy adjutant general of artillery at the Horse Guards, and which will be forwarded to the general or other officer commanding.

The *viva voce* and practical examination will be conducted by the board of officers, who will satisfy themselves that the officer under examination not only possesses the requisite knowledge himself, but that he is able to impart that knowledge in a clear and satisfactory manner to the non-commissioned officers and men under his command.

The board will then forward (through the general officer) their own report, together with the written answers, to the Adjutant General of the forces; and, in returning to him the written answers, the president of the board will certify them to have been the *bona fide* performances of the candidates, and without assistance. The written papers will then be examined by the deputy adjutant general of artillery at the Horse Guards, and the

* Either the gunnery instructor or the firemaster should, when practicable, be selected for this duty.

Examination of Subalterns.

result, together with the opinion of the board, reported to His Royal Highness the General Commanding in Chief.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

Synopsis of Examination.

1. Field gun drill.
2. Exercise of heavy guns on ground and traversing platforms.
3. Mortar drill.
4. Rocket drill.
5. Armstrong gun drill.
6. Practice with hot shot and molten iron shells.
7. Gun and transporting-carriage drill.
8. General duties of the men, and principles involved in mounting and dismounting ordnance generally, in placing guns on towers, in embarking and disembarking ordnance, and in moving ordnance up steep inclines; also the tackle, &c., required in the above operations.
9. Different pieces of ordnance in use throughout the service at the time of examination, their weight and calibre, and the special purpose of each description of ordnance.
10. Ammunition employed with ordnance generally.
11. Ammunition employed with Armstrong guns.
12. General construction of a Congreve rocket, and the principle of its motion.
13. Manufacture and action of fuzes and tubes.
14. The advantages of the rifle action, and the principle upon which it depends.
15. Essential points with regard to rifling ordnance.
16. General principles of breaching.
17. Position and employment of artillery in the field.
18. Considerations which regulate the rapidity of artillery fire.
19. Principles connected with the manufacture and construction of artillery carriages.
20. General knowledge of laboratory duties.
21. Embarking and disembarking horses; management of horses on board ship.
22. To be able to define technical artillery terms, &c., in such a way as to make them understood by the non-commissioned officers and men under their command: such as—1. Point blank; 2. Point blank range; 3. Dispart; 4. Chambers; 5. Preponderance; 6. Different kinds of artillery fire; 7. How elevation gives an increase of range; 8. Windage; 9. Deviation, &c., &c.
23. Subalterns who have been one year or more in the horse brigade, or in a field battery, will be required, in addition to the foregoing subjects, to be thoroughly acquainted with stable duties and horse artillery or field battery movements and details; all others will be required to have a general knowledge of these subjects.—E.

H. G. Circ. Mem., 257. *11th May*, 1863.

Duties in garrison.

THE accompanying instructions* for the performance of artillery duties in garrison, drawn up under the sanction of His Royal Highness the Field Marshal Commanding in Chief, with a view to the adoption of an uniform system at home and abroad, are promulgated for the information and guidance of all officers concerned.—D.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

*May be obtained upon application at the Horse Guards.

[redacted]

BANDS.

H. G. Circ. Mem., 150. AT HOME AND ABROAD. *23d Aug.*, 1861.

HIS Royal Highness the General Commanding in Chief calls the attention of general officers commanding divisions and brigades, and that of commanding officers of regiments, to the following extract from the Circular of 3d of April, 1858 (Bands—4), to which due regard seems not to have been paid. Pitch to be observed.

Extract.—"I have it in command to acquaint you that, to enable the bands of all corps throughout the army to play in concert, the General Commanding in Chief is desirous that the instruments of the whole should be of one uniform pitch, and that used at the Ancient Philharmonic Concerts has accordingly been selected as the standard or regulation pitch of the army."

In their monthly returns, commanding officers will be pleased to state that their regimental bands use the same pitch as that adopted by the "Ancient Philharmonic Concerts."

Arrangements will be made for supplying each regiment with a tuning fork of the proper pitch, at the cost of the fund of the Military School of Music.—P.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 218. AT HOME AND ABROAD. *29th Aug.*, 1862.

HIS Royal Highness the General Commanding in Chief desires that, when regiments are in garrison or brigaded, the military band-masters shall always take precedence over civilians; and that, when bands are playing together, the military band-masters shall lead according to seniority of appointment. Band-masters, &c.

It has been already directed, by the Circulars of 3d April, 1858, and 23d August, 1861, that in order to ensure uniformity throughout the regimental bands in the British service, the *pitch* to be used by them shall be that adopted by the Ancient Philharmonic Society.

His Royal Highness has now been further pleased to command that the *key* to be used in playing the National Anthem of "God Save the Queen" shall invariably be that of B *flat*.—A. B.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

[redacted]

BARRACK DEPARTMENT.

1.—BARRACK STAFF.

W. O. Circ., 16. HOME. *24th Nov.*, 1856.

WITH reference to the General Order of the 3d September, 1855, $\frac{S}{940}$, in which barrack-masters, having militia stations under their charge, are directed to make arrangements with the commanding officers of militia regiments in order to limit their journeys to such stations to quarterly visits: Visiting Militia Barracks.

Barrack-masters are now informed that, so long as the militia remain disembodied, such journeys are to be limited to annual visits, which are to take place in the month of March, in order to enable barrack-masters to make their inspections and exchanges of stores before rendering their periodical store accounts on the 31st of that month.

When any special circumstances, however, call for the presence of barrack-masters at any militia stations, the authority for the visit must be obtained from the inspector general of fortifications, and, when possible, before it is made.—M.

The Barrack-master at ——. B. HAWES.

W. O. Circ., 28. HOME. *27th Dec.*, 1856.

THE Secretary of State for War having decided that barrack serjeants may be allowed to procure rations of bread and meat, on payment of the cost thereof, from such contractors as may be willing to supply them, up to the 31st May, 1857, when the present contracts expire, after which date it will be made obligatory on the contractors to issue rations to barrack-serjeants on demand: Serjeants' Rations.

Barrack-masters are requested to inform the barrack serjeants under their charge of this decision.—R.

The Barrack-master at ——. B. HAWES.

W. O. Circ., 60. HOME. *3d March*, 1857.

IT having been determined to increase the existing rates of lodging money to barrack-masters and barrack serjeants at home stations, and to include them, in one consolidated allowance, with the commuted fuel and light allowance: Lodging, Fuel, and Light.

Barrack-masters are hereby informed thereof; and they are apprised that the following is the authorized scale of these combined allowances, which are to take effect from the 1st October, 1856, and to be preferred monthly on Form No. 1 of the Circular No. 13 of 1st September, 1856, $\frac{167\,L}{258}$, sent direct to the accountant general for examination and order of payment:—

	Per Annum.
Barrack-masters of the first class, ...	£50
Barrack-masters of the second and third classes, . .	40
Barrack serjeants, ...	20

Lodging, Fuel, and Light.

These rates are only applicable to those barrack-masters or barrack serjeants who are necessarily living out of barracks for want of accommodation therein.—A.

The Barrack-master at ——. B. HAWES.

W. O. Circ., 211. HOME. 13*th Feb.*, 1858.

Barrack-masters' inspection of Out-Stations and Unoccupied Barracks.

THE attention of the Secretary of State for War having been called to certain claims of barrack-masters for travelling in the September quarter, in which charges are included for making monthly inspections at out-stations, although the barracks were unoccupied during the quarter:

Barrack-masters are informed that when out-stations are unoccupied by troops they are only to be visited once a quarter.

The towers and forts are to be visited annually as at present.

If at any interval between the regular monthly, quarterly, or annual inspections the barrack-master's presence should be required at the marching in or out of troops, or for any other special purpose, arrangements are to be made, when practicable, for the performance of the duties of the nearest periodical inspection, for the payment of bills, &c., and thereby save the expense of unnecessary visits.

In every instance when this is impracticable, barrack-masters will furnish a full explanation thereof to the Accountant General's Office, with his claim.

The Secretary of State for War has also directed that no charges shall be admitted for distances travelled not exceeding one mile.

Personal allowance for a longer detention at an out-station than that which appears necessary for the proper performance of the duty required will be disallowed, in the absence of an explanation on the claim in justification of such extended detention.

Barrack-masters are also directed to forward to the accountant general, from the 1st March next, monthly returns of the construction and occupation of barracks; and they are informed that the *duplicate returns* directed by the circular of the 27th December, 1854 (O—106), to be sent on the 1st of each quarter, may be discontinued.—A. B. HAWES.

W. O. Circ., 516. 10*th Dec.*, 1859.

Barrack-master to Attend Inspections.

THE attention of the Secretary of State for War having been drawn to recent cases in which barrack-masters have failed to attend upon general officers when holding inspections of troops in the barracks in their districts:

Barrack-masters are directed to attend in uniform upon all occasions on general officers inspecting troops in the barracks under their charge, and on all other occasions when, in accordance with the custom of the service, it is usual for heads of departments to present themselves.—I. B. HAWES.

W. O. Circ., 552. 17*th Feb.*, 1860.

R. W., Barrack-masters.

HER MAJESTY having been pleased by Warrant dated 7th February 1860, to sanction a new establishment for barrack-masters at home and abroad, constituted upon the principles and governed by the regulations in the several schedules annexed thereto:

A copy of the same, and a list of the members of the establishment in the new classes, are forwarded, by desire of the Secretary of State for War, for the information and guidance of all concerned.

The objects of the changes to which Her Majesty's Warrant gives effect are:—

the purpose, and that he will transmit it to the Secretary of State for War, so as to arrive in the War Office not later than the 1st January of each year. At home stations not under a general officer of a district or a commandant, this form of report will be transmitted by the barrack-master to the quarter-master general, Horse Guards, with a similar request. R. W., Barrack-masters.

13. The certificate D, for increase of pay for length of service, will be prepared by the barrack-master as soon as it becomes due, and for home stations will be transmitted to the inspector general of fortifications.

For foreign stations it will, previously to transmission, be submitted for the signature of the officer commanding, and a duplicate certificate is to be attached to the barrack salary list furnished to the military accountant, who will forward it with the account in which the increase is charged.

No increase of pay for length of service will be given without the receipt of these certificates.

14. The pay of officers upon first appointment to the service will commence as follows:—

If appointed to a home station, from the date of joining duty.

If appointed to a foreign station, from the date of embarkation.

15. All local allowances to barrack-masters serving abroad, not mentioned in these regulations, will be drawn from the date of arriving at, to that of quitting the station. Allowances granted for the performance of any special duty will be issued only during the performance of that duty.

16. Each barrack-master serving abroad is to be furnished by the military accountant, on quitting his station, with a certificate, showing to what date inclusive his pay and allowances have been paid. Similar information is likewise to be furnished to the accountant general, and in cases of removal from one foreign station to another, certificates are to be furnished to the military accountant at his new station, to be attached to the salary list in which his next issue of pay is included. To prevent delay in the settlement at head-quarters or at foreign stations, of any claims, barrack-masters are to obtain from the captains of the vessels in which they are conveyed certificates showing the date of their embarkation or disembarkation.

17. The allowances for house rent, fuel, and light at home stations will, when issuable, commence from the date of disembarkation from foreign service, provided the barrack-master proceed at once to the home station to which he shall have been appointed.

If he go on leave before joining, the allowance will commence when he commences duty.

This latter rule will also apply in cases of first appointment.

A barrack-master in receipt of allowance for house rent, fuel, and light at a home station will, when ordered abroad, be permitted to draw it up to the date of embarkation, provided he embark without delay; otherwise it is to cease from the date of his quitting his station.

18. The allowances fixed by these regulations for house rent, fuel, and light at home stations will be ordered for payment by the accountant general, through the local accountant or otherwise, on the receipt of the claim, made out and certified according to form E annexed.

19. When a barrack-master is granted leave of absence on private affairs, no additional expense for the performance of his duties will be allowed to fall upon the public, except in cases where the barrack-master shall have served abroad continuously for seven years immediately before the leave is granted, when the subject will be specially considered.

20. When a barrack-master is granted leave at the recommendation of a medical board, half of the minimum pay of the class in which the barrack-master is serving will be allowed to the person, if not in the department,

SCHEDULE B.

General Regulations for the Government of the Establishment of Barrack-masters at Home and Abroad.

W., Barrack-masters.

Article 1.—All barrack-masters must have served in the regular army for a period of not less than seven years.

2. The relative ranks laid down confer no military authority, and will not entitle barrack-masters to sit as presidents of military boards or of courts of inquiry.

3. No barrack-master will be appointed after forty-five years of age.

4. All new appointments will be made to the lowest class.

5. In the case of barrack-masters appointed from this date, the rates of pay herein laid down shall be received to the exclusion of every other emolument, civil or military, except of pensions on account of wounds received on service.

6. A period of not less than two years' actual service in any class will be requisite to render a barrack-master eligible for promotion.

7. Promotion will only be made to the class immediately above that in which the officer is serving.

8. It will be distinctly understood that the position of a barrack-master in his class confers on him no claim to promotion as a consequence of that position. Due weight will be given to the claims of officers on the score of long and faithful service; but the primary ground of advancement in the service will be personal merit, as evinced by zeal, ability, and general good conduct.

9. Barrack-masters who shall enter the service after the date of this warrant will, in the absence of exceptional circumstances, on their attaining the age of sixty-five, be placed on the retired list, with such amount of pension as may be awarded in each case by the Lords Commissioners of Her Majesty's Treasury, in accordance with the regulations existing on the subject.

10. Barrack-masters, on appointment, will be required to nominate two sureties in the sum of £150 each, and to give bond in their own person for £300.

On promotion to the second class, they will, in lieu of the above, be required to nominate two sureties in the sum of £250 each, and to give bond in their own person for £500.

11. Barrack-masters, as arranged in the new classes, will receive the minimum pay of their respective classes, except in the following cases:—

(*a.*) Barrack-masters whose present rate of pay exceeds the minimum of the class to which they will now belong will continue to receive that rate of pay until, under the provisions of this warrant, they shall acquire a superior rate.

(*b.*) Barrack-masters whose rate of pay has for five years been equal or superior to the minimum of the class to which they will now belong will receive at once the maximum of that class.

N.B.—Barrack-masters who, for a less period than five years, have been in the receipt of a rate of pay equal or superior to the minimum of the class to which they will now belong will be permitted to count that period towards the attainment of the maximum rate of the class.

This will apply in cases of promotion, should the pay of the barrack-master be equal or superior to the minimum of the class into which he is promoted.

12. Barrack-masters will annually prepare and submit to the officer commanding the district or station a form of report, drawn up in accordance with that annexed, C, with a request that he will fill in the column headed for

the purpose, and that he will transmit it to the Secretary of State for War, so as to arrive in the War Office not later than the 1st January of each year. At home stations not under a general officer of a district or a commandant, this form of report will be transmitted by the barrack-master to the quarter-master general, Horse Guards, with a similar request. R. W., Barrack-masters.

13. The certificate D, for increase of pay for length of service, will be prepared by the barrack-master as soon as it becomes due, and for home stations will be transmitted to the inspector general of fortifications.

For foreign stations it will, previously to transmission, be submitted for the signature of the officer commanding, and a duplicate certificate is to be attached to the barrack salary list furnished to the military accountant, who will forward it with the account in which the increase is charged.

No increase of pay for length of service will be given without the receipt of these certificates.

14. The pay of officers upon first appointment to the service will commence as follows:—

If appointed to a home station, from the date of joining duty.

If appointed to a foreign station, from the date of embarkation.

15. All local allowances to barrack-masters serving abroad, not mentioned in these regulations, will be drawn from the date of arriving at, to that of quitting the station. Allowances granted for the performance of any special duty will be issued only during the performance of that duty.

16. Each barrack-master serving abroad is to be furnished by the military accountant, on quitting his station, with a certificate, showing to what date inclusive his pay and allowances have been paid. Similar information is likewise to be furnished to the accountant general, and in cases of removal from one foreign station to another, certificates are to be furnished to the military accountant at his new station, to be attached to the salary list in which his next issue of pay is included. To prevent delay in the settlement, at head-quarters or at foreign stations, of any claims, barrack-masters are to obtain from the captains of the vessels in which they are conveyed certificates showing the date of their embarkation or disembarkation.

17. The allowances for house rent, fuel, and light at home stations will, when issuable, commence from the date of disembarkation from foreign service, provided the barrack-master proceed at once to the home station to which he shall have been appointed.

If he go on leave before joining, the allowance will commence when he commences duty.

This latter rule will also apply in cases of first appointment.

A barrack-master in receipt of allowance for house rent, fuel, and light at a home station will, when ordered abroad, be permitted to draw it up to the date of embarkation, provided he embark without delay; otherwise it is to cease from the date of his quitting his station.

18. The allowances fixed by these regulations for house rent, fuel, and light at home stations will be ordered for payment by the accountant general, through the local accountant or otherwise, on the receipt of the claim, made out and certified according to form E annexed.

19. When a barrack-master is granted leave of absence on private affairs, no additional expense for the performance of his duties will be allowed to fall upon the public, except in cases where the barrack-master shall have served abroad continuously for seven years immediately before the leave is granted, when the subject will be specially considered.

20. When a barrack-master is granted leave at the recommendation of a medical board, half of the minimum pay of the class in which the barrack-master is serving will be allowed to the person, if not in the department,

t. W., Barrack-masters.

who may be appointed to perform the duties, the barrack-master drawing at the same time full pay. The period for which full pay may be thus drawn will be specially decided in each case; but it is never to exceed six months, calculating from the date of the officer arriving in England, or, if serving there, from the date of his ceasing to perform duty.

He will then receive half his pay only.

At the expiration of a further period of six months, if the officer be still unable to serve, his case will be disposed of under the provisions of the Superannuation Act.

21. Every officer who shall enter the service after the date of this warrant will, on removal from one station to another, be only entitled to the ordinary regulated passage and travelling allowances.

Every officer who shall have entered the service before this date will be permitted to receive the following allowances in addition to the above, viz.:—

A free passage (subject to the regulated charges for messing) and travelling expenses for his wife and children, the charge against the public to be governed in each case by the regulations that are applicable to the officer himself.

In addition to the quantity of baggage allotted by regulations according to his rank, he will be allowed:—

For his wife and children under fourteen years of age, .	6 cwt.
For each child exceeding fourteen years of age, . .	½ ,,

He will also be permitted to have his furniture conveyed at the public expense, according to the following scale:—

For an Officer above the relative rank of Captain, an allowance not exceeding	3 tons.
For his wife, an allowance not exceeding . . .	1 ,,
For his children, ...	1 ,,
For an Officer of the relative rank of Captain, an allowance not exceeding	2 ,,
For his wife, an allowance not exceeding . . .	¾ ,,
For his children, ...	¾ ,,

For this furniture the ton will be reckoned as equal to 100 cubic feet.

FORM C.

REPORT on ——, Barrack-master at ——. ——, 18—.

	Opinion of General Officer Commanding.	Remarks.
Is he generally active and intelligent in the performance of his duty?		
Does he appear to act cordially with Military Officers and those of other Departments in carrying on the public service?		
Is his general conduct, both in his office and out of it, satisfactory?		
Is he in every respect fit for promotion to a superior appointment?		

To the Secretary of State for War. ——, Officer Commanding.

[redacted]

BARRACK DEPARTMENT.

2.—APPROPRIATION AND ALLOWANCES.

W. O. Circ., 13. HOME STATIONS. 1*st Sept.*, 1856.

Lodging, Fuel, and Light Allowances.

1. It having been determined to increase the existing rates of regimental lodging money, and to include them in one consolidated allowance with the commuted fuel and light allowance, the above officers are hereby informed thereof, and that the following is the authorized scale of these combined allowances, to take effect on 1st October, 1856, in respect of claims for periods commencing on or after that day.

	Per diem. s.	d.
Regimental Field Officers, if Commanding Regiments of Cavalry, Regiments or Battalions of Infantry, Artillery Districts, Battalions of Artillery, Cavalry Depôts, or Depôt or Provisional Battalions,	4	0
Other Regimental Field Officers,	3	0
Captains,	2	3
Subalterns,	2	0

2. All special rates of regimental lodging money heretofore granted are to cease from 1st October, 1856, whether to officers, non-commissioned officers, or men of the Royal Artillery or otherwise, and whether at Woolwich, Shoeburyness, Manchester, or elsewhere: the new rate of allowance assigned to the rank of "other regimental field officers" is to be applicable to the deputy inspectors general of hospitals and senior surgeons of the late Ordnance Medical Corps; that assigned to captains is to extend to paymasters and surgeons; also to veterinary surgeons of twenty years' standing; and that to subalterns to veterinary surgeons of less than twenty years' service, to quarter-masters, assistant quarter-masters, assistant surgeons, and probationary veterinary surgeons; the rates applicable to adjutants, whether of regiments or depôt battalions, and to instructors and assistant instructors of musketry, are those of their substantive army or regimental rank, but not brevet rank; and whenever a claim of 4*s.* per day is made for a regimental field officer commanding as before stated, such fact must be shown against his name, and further that he was not in occupation of a room in barracks, as an office distinct from the orderly room.

3. These rates are to be claimed through paymasters on forms of the description annexed, numbered 1, such claims being transmitted at the end of each month to the accountant general, War Department, Pall Mall, London, and are to be confined to actual regimental or army rank (exclusive of *brevet or acting* ranks), and to such officers as are actually present and doing duty with the regiment, and necessarily living out of barracks for want of sufficient accommodation therein for all the officers.

4. The attention of the Secretary of State for War has been drawn to the General Order dated Office of Ordnance, 8th February, 1847, $\frac{S.G.}{9}$, and to other regulations affecting the grant of lodging allowances to officers

and non-commissioned officers, and his Lordship has decided that a due regard to the efficiency of the service and the welfare of individuals of all ranks require some modification of those regulations. Lodging, Fuel, and Light Allowances.

5. Whenever, therefore, there may be the regulated accommodation in barracks for all the officers of a regiment, no lodging money is admissible, and those married officers who in such case prefer, and are permitted to live out of barracks, must do so at their own expense as regards the rent of lodgings, and can only be allowed to draw the commuted fuel and light allowance sanctioned by the General Order dated Office of Ordnance, 22d March, 1844, $\frac{M.G.}{108}$. But when the barracks are insufficient for all the officers, the choice of living in lodgings may be granted, to the extent of the deficient accommodation, to the officers in the order of seniority, the officers so selected receiving the lodging money of their respective regimental ranks.

6. Married officers who may have elected to live in lodgings when there was sufficient accommodation for them within the barracks, and who are consequently not entitled to draw the lodging allowance, shall not be precluded from receiving the said allowance at any future period, when the barracks may become full, and so long as they may continue so; and when vacant accommodation shall become available therein for a portion of the officers who are in lodgings, the officers required to avail themselves thereof, or to relinquish the lodging allowance, shall be those of junior rank, unless the commanding officer shall deem it fit to recommend an exception thereto.

7. In regard to non-commissioned officers and men, it is also to be clearly understood that when there is not sufficient accommodation in the barracks for the whole regiment, the lodging allowance applicable to the surplus numbers may be assigned to staff serjeants in preference to troop or company serjeants, it being most essential for the discipline of regiments that serjeants of the latter description should live near the men of their several troops or companies. The selection of the individual officers, non-commissioned officers, and men, who are to live out of barracks is to be made by the commanding officer, under such rules as may from time to time be laid down by the Commander in Chief, and concurred in by the Secretary of State for War, for the more efficient maintenance of discipline; but it is considered expedient that the adjutant, one medical officer, and serjeant major, should live in barracks whenever practicable.

8. Paymasters will of course cease to claim, and barrack-masters cease to pay, the commuted fuel and light allowance accruing due to officers in receipt of lodging money on and after the 1st October, 1856, and heretofore payable on Form A. of the said General Order of 22d March, 1844, $\frac{M.G.}{108}$, also the like allowances to regimental staff serjeants of the 1st or 2d class, agreeably to the Memorandum No 3, from the Accountant General's Office, of 26th September, 1855, and to regimental schoolmasters, whether of the 1st, 2d, 3d, or 4th class, agreeably to clause 9 of the General Order of 31st January, 1856, $\frac{S.}{1686}$, and the Circular of 12th July, 1856, $\frac{B.B.}{3827}$, merging by an equivalent addition those allowances, at the rate of 2*s.* 6*d.* per week per room, in the one for lodging money applicable to their rank, and claiming such combined allowances with those for commissioned officers on the form before referred to, numbered 1, showing invariably the particular rank of each schoolmaster, and seeing, moreover, in respect of the staff serjeants of the 1st or 2d class, that no acting ranks

Lodging, Fuel, and Light Allowances.

are admitted, nor any other grades than those specified in the Order of 5th June, 1844, $\frac{S.A}{101}$, at page 186 of the Addenda of 1st May, 1846, to the Barrack Regulations of 1st August, 1838, and those only at the head-quarters of cavalry regiments and of regiments or battalions of infantry.

9. In cases where the £2 2*s.* per week, in lieu of officers' mess accommodation *for the entire regiment*, or the 6*s.* per week, in lieu of paymaster's office, is sanctioned and claimed, the appropriate commuted fuel and light allowance throughout the year for the former, viz., 9*s.* per week for the winter months, from November to April, and 6*s.* per week during summer, from May to October, and for the latter, 2*s.* 6*d.* per week, during the said winter months, should be added thereto, thus making for these services, as in the case of commissioned and non-commissioned officers, one claim suffice for both allowances, and that chargeable by the paymaster in the form before referred to, numbered 1; so much of the amount as relates to the hire of mess accommodation being, as heretofore, supported by the stamped receipt of the owner of the premises.

10. Commanding officers and barrack-masters are in no case to include in the said annexed form, numbered 1, the claims for lodging money, at the rate of 2*d.* per day, for the authorized number of married soldiers permitted to live out of barracks, agreeably to the War Office Circular of 15th February, 1851, No. 1089, which claims are, as heretofore, to be paid by the paymaster on W. O. Form 213, and charged in his regimental pay list; but in the said annexed form, numbered 1, are to be included the claims of the non-commissioned officers and men at a barrack station, at 1*s.* 2*d.* per week, necessarily living out of barracks, not as a portion of such authorized number, but for want of accommodation therein, agreeably to the General Order dated Office of Ordnance, 18th September, 1854, $\frac{CA}{167}$, provided the numbers of these claimants shall not exceed twelve, otherwise the whole number so necessarily living out should be billeted on the innkeepers or inhabitants, to whom the billet allowance should be paid by the paymaster, and charged in the usual way in his regimental pay list, it being understood that the said lodging money of 2*d.* per day to the authorized number of married soldiers permissively living out of barracks, or 1*s.* 2*d.* per week to non-commissioned officers and men necessarily living out, for want of accommodation therein, or billet money according to rank, includes the allowance in lieu of fuel and light.

11. The commuted fuel and light, without lodging allowance, granted by the said General Order of 22d March, 1844, $\frac{MG}{108}$, to officers permitted to live out of barracks on the ground of being married, and henceforth payable to such officers when the barracks are not full, will, in respect of allowances falling due between the 1st October and 31st December, 1856, be, as heretofore, paid by the barrack-master on the Form A., but at one uniform rate of 2*s.* 6*d.* per week per room, whether in Great Britain or Ireland (the fuel and light allowances in the United Kingdom generally being hereby assimilated), such form being modified to meet the exclusion of officers in receipt of lodging money.

12. After the 31st December, 1856, the commuted fuel and light allowance is to be claimed for such last-named officers on the form annexed, numbered 2, not through the barrack-master at the station, but by the paymaster, from the accountant general, War Department, Pall Mall, in like manner with the combined allowance, in lieu of lodgings and fuel and light.

13. Paymasters will make written applications to the storekeeper of the

War Department, Tower of London, for such supplies of forms as they may from time to time require; and barrack-masters will, before certifying claims for the combined allowance in lieu of lodgings, and fuel and light, or for fuel and light alone, satisfy themselves, by a careful examination of the same, that they are correct in all respects.—A. L. B. Lodging, Fuel, and Light Allowances.

B. HAWES.

W. O. Circ., 31. HOME STATIONS. *9th Jan.*, 1857.

THE Secretary of State for War having decided that, *in future*, no staff officers (other than the general officers commanding in districts or in camps) when occupying houses or quarters in barracks, or huts in camp, shall be allowed to draw furniture allowance, but that they be supplied with the usual proportion of barrack furniture for the number of rooms they occupy in lieu: Furniture Allowance at Home.

That such of these officers as have *heretofore* been permitted to draw furniture allowance, when occupying houses or quarters in barracks, shall continue to receive that allowance up to the 31st March next, on which date it is to cease:

And further, that from the 1st of April, 1857, these officers shall be supplied with the usual barrack furniture for the rooms in their occupation, including furniture for an office, *if necessary:*

The same is notified for the information of general officers commanding, and other staff officers in districts accordingly.—A. F.

B. HAWES.

To General Officers Commanding, and other
Staff Officers in Districts.

W. O. Circ., 118. HOME STATIONS. *23d July*, 1857.

SOME misunderstanding having arisen as to the rank and position requisite to entitle officers to draw furniture allowance under the Circular of the 9th January, 1857, $\frac{Z\ 377}{36}$: Furniture Allowance at Home.

The Secretary of State for War desires it to be notified to all officers concerned, that under the above-mentioned circular no officers are entitled to furniture allowance at home stations, after the 1st April, 1857, except the general officers in chief command of districts or of camps, when occupying houses or quarters provided by Government; and that all other general and staff officers in such occupation can only claim to be supplied with the ordinary barrack furniture, and with the regulated allowances of fuel and light.—A. F.

B. HAWES.

To General Officers Commanding, and other
Staff Officers in Districts.

W. O. Circ., 123. *8th Aug.*, 1857.

THE circumstances which rendered it necessary, during the late war, to issue the War Office Circular, No. 1235, providing for the relief of the wives (and children) of soldiers who could not be permitted to accompany their husbands into camp, having ceased to exist, by the permission now given for the regulated number of women, 6 per 100, to accompany a regiment, and be provided, when possible, with quarters in huts, the Secretary of State Allowance to Women at Camps.

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Women
Camps.

for War, at the suggestion of His Royal Highness the General Commanding in Chief, has been pleased to direct that the operation of that Circular, No. 1235, may be suspended during the continuance of this permission, and commanding officers of regiments will therefore revert to the custom in force previous to the commencement of the war.

Should, however, it again become necessary to restrict the number of women permitted to accompany a regiment into camp, then those who are left behind, 6 per 100, authorized by regulation to reside in barracks, will be entitled to the benefits of Circular No. 1235.

But his Lordship can no longer extend this boon to the extra women beyond the regulated number.

Should the restriction be re-imposed, the corps to which it will apply will be informed by the quarter-master general when they receive orders to move into camp. A communication should at the same time be made to the War Office upon the subject by the commanding officer.—A. C.

JOHN ROBERT GODLEY.

To Officers Commanding Regiments.

W. O. Circ., 136. *8th Sept.*, 1857.

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f Staff.

SIR,—I have the honour, by direction of the Secretary of State for War, to acquaint you that his Lordship has decided, with a view to rendering unoccupied quarters in barracks or buildings belonging to or hired by Government available for the public service to the utmost possible extent, that from and after the 1st January, 1858, all officers below the rank of general officers (except chaplains), serving on the staff at home, shall, when stationed where such accommodation exists, and is likely to continue available, be allotted public quarters, and be supplied with barrack furniture, fuel, and light, in the proportion stated in the margin, instead of receiving lodging money. No claim, therefore, to such allowance will be admitted, after the above date, in the case of the officers referred to, unless the following certificate, signed by the general or other officer in command of, and by the barrack-master attached to, the district or division to which they belong, be annexed to the claim.

Assist. Adj. Gen., . Assist. Quar.-mast. Gen.,	As field officer commanding a regiment or battalion, and drawing the command pay of 3*s.* a day.
Dep. Assist. Adj. Gen., Dep. Assist. Quar.-mast. Gen., Brigade Major, . . . Aide-de-Camp, . . .	As other field officers.

I have, &c., J. R. GODLEY.

To General Officers Commanding Districts and Divisions in Great Britain and Ireland.

Form of Certificate.

We do hereby certify that the officer or officers, below the rank of general officer, who claim the combined allowance in lieu of lodging, fuel, and light, in the foregoing account, could not, consistently with the interests of the public service, be accommodated with quarters in barracks, or any other building belonging to or hired by Government, within a convenient distance from their offices, during the period for which the said allowance is claimed. And we further certify that issues of fuel and light, in kind,

have not been made to either of those officers during the period for which the above allowance is claimed.—A.S.

Quarters and Allowances of Staff.

The General or other Officer Commanding,

The Barrack-master,

W. O. Circ., 246. HOME STATIONS. 17*th April*, 1858.

CIRCULAR No. A—27 (Barracks), dated 26th December, 1856 (167 *F*—240), having in some instances been misunderstood, and it having been determined to revise the scales of issue of fuel and light therein laid down, that Circular is hereby cancelled, and the following instructions are substituted:—

Fuel, Light and Furniture.

Whenever, by special sanction of the Secretary of State, accommodation to the extent of four rooms and one kitchen has been or shall be provided in barracks or in houses the property of, or hired by the War Department for officers commanding regiments or battalions, or for officers of corresponding or superior rank, Secretary Major General Peel authorizes an issue of fuel and light, in kind, for two rooms in summer and for three rooms in winter, if the quarters be within the confines of the barracks, or the commuted allowance equivalent to such issues if they be outside the barracks. Regimental field officers in temporary command of regiments or battalions, occupying the quarters and drawing the emoluments of the commanding officer in his absence, will similarly be entitled to these issues.

Military officers at Woolwich or elsewhere occupying public buildings in civil capacities will not receive these allowances.

In the case of officers of the ranks referred to, who are permitted, on the ground of being married, to reside, for their own convenience, out of quarters, a commuted allowance for two rooms in summer and for two rooms in winter may be claimed, provided the public quarters allotted to them have been actually relinquished.

In the event, however, of an officer thus residing out of quarters continuing to occupy as an officer (irrespective of orderly room, battalion, or district office) a room in barracks, a corresponding diminution will be made in the commuted allowance; that is, 2*s.* 6*d.* only will be admitted instead of 5*s.* per week.

Officers drawing furniture allowance will not be entitled to any allowance for fuel and light, either in kind or commutation.

Barrack-masters will clearly understand that these instructions are not to be considered by them as a sanction for appropriating to officers of the ranks referred to any accommodation in addition to that authorized by the present regulations, although such addition might apparently, from but partial occupation or otherwise, be made without inconvenience, and without placing any officer or officers upon the lodging list.

They will further understand that they will make no issue on the scale now sanctioned without a previous reference to this office, in which must be stated the actual amount of accommodation which has in each case been permanently appropriated by due authority, and they will quote the date and number of such authority.—A.F.F.

The Barrack-master. B. HAWES.

W. O. Circ., 256. FOREIGN STATIONS. 24*th May*, 1858.

Furniture Allowance Abroad.

THE Secretary of State for War having had under consideration the

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claims of staff officers at foreign stations to be granted, when occupying unfurnished houses or quarters provided by Government, the allowance in lieu of furniture which is issued, under Article 20 of the War Office Regulations, to officers of the staff at home, has been pleased to decide that the rule at present in force at home stations shall be extended to the colonies.

In future, therefore, all general officers in chief command in the several colonies, or holding distinct commands in Canada, Nova Scotia, and the Cape of Good Hope, will be granted, when residing in unfurnished houses or quarters provided by Government, furniture allowance at two-thirds the rate of lodging money fixed by the Regulations dated 31*st December*, 1851 (C. A.—386).

All other general or staff officers, as well as those of the Commissariat, Medical, Store, and Royal Engineer Departments, and barrack-masters, will be supplied with the regulated proportion of barrack furniture. All classes of general or staff officers will continue to receive fuel and light as heretofore.—A. F.

B. HAWES.

To the General or other Officer Commanding ——.

W. O. Circ., 299. (*Ext.*) HOME STATIONS. 6*th Aug.*, 1858.

mmuted lowance Fuel and ght.

"SECRETARY Major General Peel, having had under his considera-"tion the existing regulations respecting issues of fuel and light to the "army, has decided, with the concurrence of His Royal Highness the "General Commanding in Chief, and with the sanction of the Lords Com-"missioners of Her Majesty's Treasury, that the following revised scales of "issue shall be adopted, and that they shall take effect from the 1st Sep-"tember, 1858."

B. HAWES.

10. *Commuted Allowance to Officers living out of Barracks.*

"As a consequence of the addition sanctioned above in the allowance of "wood, and of the substitution of composition for tallow candles, the com-"muted allowance in lieu of fuel and light to married officers living out "of barracks with permission, and also to officers entitled to issues, but "living in Government buildings outside the barracks, is hereby increased "from 2*s.* 6*d.* per week per room, to 6*d.* per day per room; but no augmen-"tation is to be made to the rates of combined allowance, in lieu as well of "lodgings as of fuel and light, fixed by the Circular of the 1st September, "1856 (167 L.—258), or by any other order or regulation, nor to the exist-"ing commuted rates for offices or storerooms."

11. *Commuted Allowance in lieu of Coals, Candles, Straw, and Brooms, in Hut Barracks.*

"The additional third hitherto allowed over and above the commuted rates "of allowance to troops in hut barracks is to be discontinued, and the field "batteries of the Royal Artillery and the military train, being mounted "corps, are, as regards these allowances, to be treated as cavalry. It must, "however, be clearly understood that no claim is to be preferred for the "commuted fuel and light allowance in respect of any non-commissioned "officer or man who may be living out of hut barracks with the permission "of his commanding officer."—A. F.

W. O. Circ., 527. HOME. *9th Jan.*, 1860.

MR. SECRETARY HERBERT having had under consideration Article 43 of the Barrack Regulations, which requires that applications made by officers for extra quarters should be forwarded by the barrack-master, with the approval of the officer commanding, to this office for sanction, has decided, that for the future, extra quarters in barracks may be allowed to officers, with the sanction of the officer commanding, without reference to this office, on the conditions stated in the 44th Article, and so long as the lodging list be not affected thereby. Extra Quarters.

All extra accommodation so granted must be shown in the barrack-master's monthly return under heading L.—B.

JOHN ROBERT GODLEY.

To Officers Commanding and Barrack-masters.

W. O. Circ., 530. *14th Jan.*, 1860.

WHENEVER, from the construction of new buildings or other causes, any part of a barrack is no longer required for the purpose to which it has been previously appropriated and used, whether such appropriation may have been temporary or otherwise, the barrack-master in charge will suggest to the commanding royal engineer of the district or station an appropriation for the vacated building or portion of building, in order that he may submit the same, with his opinion as to the fitness of the premises for the purpose specified, to the general or other officer commanding the district or station, with a view to its being forwarded, through the quarter-master general, for the consideration of his Royal Highness the General Commanding in Chief and the Secretary of State for War.—B. Vacant Buildings.

JOHN ROBERT GODLEY.

W. O. Circ., 631. HOME STATIONS. *12th Sept.*, 1860.

THE Secretary of State for War has had under his consideration the question of the accommodation in barracks for married non-commissioned officers and soldiers. Lodging of Married Soldiers.

Special quarters for this object are being erected year by year as funds can be made available, but some time must necessarily elapse before such quarters can be provided throughout barracks generally.

With the view, therefore, of at once improving the condition of married soldiers in those cases where special quarters do not exist, Mr. Secretary Herbert has decided, in concurrence with his Royal Highness the General Commanding in Chief, and with the sanction of the Lords Commissioners of Her Majesty's Treasury, upon the following regulations:—

1. The allowance of lodging money to three per cent. of married soldiers which has been hitherto permitted to be charged in the regimental accounts, irrespective of the amount of barrack accommodation available, will cease from the 1st October, 1860, and lodging money will only be granted when accommodation in barracks on the scale hereafter laid down cannot be afforded.

2. Every married soldier not in excess of the numbers hereinafter specified living in barracks shall, when a separate room has not been specially and permanently provided for his accommodation, be entitled to the amount of accommodation usually allotted to four single soldiers—*i. e.*, a room lettered for twelve men shall be available for three married men, and one room's

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issue of fuel and light, in kind, shall be issued to the three families collectively.

The number of women to be admitted into barracks to which this regulation shall apply shall not exceed the following scale:—

The wives of the regimental staff serjeants.

The wives of the serjeants of each troop, battery, or company in the following proportion:—

3 out of 4 or 5 Serjeants.	5 out of 8 or 9 Serjeants.
4 ,, 6 or 7 ,,	6 ,, 10 or upwards.

The wives of all other non-commissioned officers and men in the proportion of five to sixty men. Above that number of men at the rate of eight per cent. of the whole number of the regiment, battalion, troop, battery, company, or detachment, as the case may be.

3. As a rule, unmarried soldiers should be first accommodated in barracks; any surplus accommodation should then be allotted to married soldiers in the foregoing proportions, and any married soldiers not in excess of the above number still remaining unprovided with quarters should receive lodging money, it being clearly understood that the serjeants and soldiers having at present a separate room permanently set apart for their use are to be included amongst the numbers of married soldiers entitled to the advantages of this Circular, and that in no case are the numbers of those thus accommodated in barracks, or drawing lodging money for want of accommodation, to exceed together the numbers referred to in Article 2.

4. The lodging money of married soldiers for whom room cannot be found in barracks will be increased from 2*d.* to 4*d.* a day.

This allowance will be claimed in the usual manner on Form No. 1 of circular 13, of the 1st September, 1856, to which must be added the joint certificate of the commanding officer and the barrack-master that the numbers of married serjeants and soldiers included therein do not, with the number accommodated in barracks, exceed those fixed by Article 2.—A. M.

B. HAWES.

W. O. Circ., 633. HOME AND FOREIGN. 9*th Oct.*, 1860.

cant Beds.

QUESTIONS having arisen as to the extent to which the beds of soldiers, who may be temporarily absent from their barrack rooms, shall be occupied by other soldiers, who may, from want of barrack accommodation, be necessarily in the receipt of lodging money:

Mr. Secretary Herbert has decided that in future the beds of men who may be in hospital, in cells, or on short furlough, not exceeding a fortnight, shall be considered as occupied, and consequently not available for the accommodation of other soldiers.

Barrack-masters will be guided by this in certifying claims for lodging money, and in preparing the monthly occupation returns.—B.

B. HAWES.

W. O. Circ., 668. HOME STATIONS. 14*th March*, 1861.

ecial ues of lowances.

WITH a view to the simplification of correspondence arising out of questions of issues of special barrack allowances not provided for by existing regulations, the Secretary of State for War, with the concurrence of His Royal Highness the General Commanding in Chief, now directs that the following course shall be adopted:—

When any special issue is proposed beyond that authorized by the regulations, the general or other officer commanding will invariably confer with the barrack-master, before recommending such issue for the consideration of his Royal Highness the General Commanding in Chief, and will transmit the barrack-master's opinion with his own report upon the subject. Special Issues of Allowances

The barrack-master will also at once forward to the War Office, for the consideration of the Secretary of State, a statement of the case, accompanied by copies of any remarks which he may have made upon it.

The barrack-master will understand that in thus directing him to furnish reports to officers commanding, the Secretary of State contemplates no change in his position, and that his direct responsibility, as immediate local adviser of the Secretary of State in these matters, will remain unaltered.—A.S.

B. HAWES.

W. O. Circ., 745. HOME AND FOREIGN. *5th March*, 1862.

WITH reference to War Office Circular 697, the Secretary of State for War has had under his consideration the question of issues of fuel and light for shops of armourer serjeants of regiments supplied with interchangeable rifle muskets. Fuel and Light for Armourers

Sir George Lewis, with the concurrence of His Royal Highness the General Commanding in Chief, has now decided upon the following regulations:—

In cases where a few stand of arms only require to be browned and blued, issues may be made by barrack-masters on the following scale, viz:—

Coal, 1½ bushels per week, throughout the year.
Wood, 3 lbs. ,, ,, ,,
Candles, 1 lb. ,, for the winter months only.
Charcoal, as required for blueing, to a maximum of 4 lbs. for the year.

When, however, the arms of an entire regiment shall require to be browned, &c., at one time, which will only be requisite once every two years, barrack-masters are authorized, on receiving a certificate from the officer commanding that a period of two years has elapsed since the date of the commencement of the previous similar issue, to issue the following increased allowances in *lieu* of the above, viz.:—

For a regiment 850 strong—

Coals, 3 bushels per week for twenty weeks.
Coke, 4½ ,, ,, ,,
Wood, 3 lbs. ,, ,,
Candles, 1½ lbs. ,, for the winter months only.
Charcoal, 42 lbs., for the operation of blueing.

Barrack-masters will attach the certificate of the officer commanding to the first weekly fuel return wherein, after each biennial interval, these issues are included.

At foreign stations, similar or corresponding issues may be made by the Commissariat Department under the same conditions.—A.F.

B. HAWES.

W. O. Circ., 767. HOME STATIONS. *26th June*, 1862.

THE introduction into barracks of new pattern grates, and of new apparatus for cooking, having rendered necessary a revision of the present Fuel and Light

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system of issues of fuel for the army, the Secretary of State for War has decided, with the concurrence of His Royal Highness the General Commanding in Chief, on the adoption of the following general principles of issue for the future:—

1. That in place of a combined issue of fuel for warming soldiers' rooms, and for cooking purposes, separate issues for each object shall be made.

2. That the allowance for warming barrack rooms shall be calculated according to the number and dimensions of the grates therein, without reference to the number of occupants.

3. That the allowance for cooking shall be calculated according to the number of men, and according to the description of apparatus provided.

4. That the issue hitherto made for cooking the evening meal shall cease.

5. That the additional allowance hitherto drawn by cavalry shall cease, and that but one scale of issue shall prevail for all arms of the service.

The Secretary of State for War has also decided that the allowance of candles shall be increased.

A schedule has been drawn up embodying the foregoing principles, wherein are also stated the issues to be made where grates of the old pattern are in use.

Sir George Lewis directs that, pending the preparation and issue of a revised Royal Warrant, this schedule be forthwith put in force experimentally, and that all issues at home stations be made in accordance therewith from the 1st July next.

The rates of commuted allowance hitherto authorized will remain unchanged for the present.

Revised forms of fuel returns are supplied herewith to the several barrack-masters.

EDWARD LUGARD.

HOME STATIONS. FUEL, CANDLES, STRAW, AND BROOMS.

N.B.—With the exception of the allowances to officers and staff serjeants, which are fixed according to their rank, the allowances laid down in this schedule provide for the due warming of rooms, occupied according to their appropriation, without reference (except where otherwise specified) to the rank and number of occupants.

It provides for separate issues for warming and for cooking purposes, and for the application of one uniform scale to all arms of the service.

The grates hereafter specified as Nos. 1, 2, 3, are the new pattern ventilating grates, of the respective widths of openings of 1′ 9″, 1′ 5″, 1′ 3″; and where more than one of these grates exists in a room, the quantities specified will be issued for each grate.

Composite candles will be issued to commissioned officers, first-class schoolmasters, offices, orderly rooms, and surgeries, dip candles to all other ranks.

The quantities shown are the issues per week.

These issues are not to be drawn by officers who are in receipt of lodging or furniture allowance.

The coal mentioned in this schedule is sea coal. 100 lbs. of inland coal, 80. lbs of coke, and 1 kish of turf of 20 cubic feet, are to be considered equivalent quantities to 80 lbs. of sea coal.

STAFF AND DEPARTMENTAL.

	Nov. to March, inclusive.			Apr., May, Sept., and Oct.			June to Aug., inclusive.			Lbs. Candles.		
	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Nov. to Feb., inclusive.	March and Oct.	April to Sept.
	New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.				
General, and Officers ranking as such, ...	Special											
Lieutenant General, ditto, .	Special											
Major General, ditto, . .	1,320	1,400	30	680	720	18	600	640	12	7½	7½	2½
Brigadier General, ditto, .	960	1,020	24	560	600	18	480	520	12	6½	6½	2
Colonel, ditto, . . .	960	1,020	24	560	600	18	480	520	12	6½	6½	2
Lieutenant Colonel, ditto, .	840	900	18	440	480	12	360	400	12	5	5	1½
Major, ditto, ...	840	900	18	440	480	12	360	400	12	5	5	1½
Captain, ditto, . . .	600	640	12	280	300	6	240	260	6	3½	3½	1
Lieutenant, ditto, . . .	360	380	12	280	300	6	240	260	6	2½	2½	1
Ensign, ditto, . . .	360	380	12	280	300	6	240	260	6	2½	2½	1
Staff Serjeant,* 1st class, ditto,	240	260	6	160	180	6	120	140	6	1½	1½	½
Ditto, 2d class, ditto, . .	130	130	6	80	80	6	80	80	6	½	½	½

* A Schoolmaster when married with leave may draw one and a half times the issues here stated.

REGIMENTAL.

	Nov. to March, inclusive.			Apr., May, Sept., and Oct.			June to Aug., inclusive.			Lbs. Candles.		
	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Nov. to Feb. inclusive.	March and Oct.	April to Sept.
	New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.				
Lieut. Colonel Commanding,* .	720	780	18	320	360	6	240	280	6	$3\frac{6}{8}$	$3\frac{6}{8}$	1
Field Officer, and Officers ranking as such, ...	480	520	12	320	360	6	240	280	6	$2\frac{4}{8}$	$2\frac{4}{8}$	1
Captain and Subaltern, ditto, .	240	260	6	160	180	6	120	140	6	$1\frac{2}{8}$	$1\frac{2}{8}$	$\frac{4}{8}$
Staff Serjeant, 1st class, ditto,†	240	260	6	160	180	6	120‡	140‡	6‡	$1\frac{2}{8}$	$1\frac{2}{8}$	$\frac{4}{8}$
Ditto, 2d class, ditto, . . .	130	130	6	80	80	6	80‡	80‡	6‡	$\frac{6}{8}$	$\frac{6}{8}$	$\frac{2}{8}$
To each separate room allotted to a Serjeant, ...	130	130	6	80	80	6	80‡	80‡	6‡	$\frac{6}{8}$	$\frac{6}{8}$	$\frac{2}{8}$
Officers' Messes.												
No. of Officers in Mess.												
2 to 3, ...	—	520	12	—	520	6	—	520	6	2	2	1
4 ,, 7, ...	—	1,040	18	—	780	6	—	780	6	4	4	2
8 ,, 15, ...	—	1,300	24	—	1,040	6	—	1,040	6	5	5	2
16 ,, 23, ...	—	1,820	24	—	1,300	12	—	1,300	12	6	6	3
24 ,, 39, ...	—	2,080	24	—	1,560	12	—	1,560	12	7	7	3
40 ,, 60, ...	—	2,340	24	—	1,820	18	—	1,820	12	9	9	4

On new pattern grates and cooking apparatus being introduced, special instructions as to rates of issue of fuel will be given in each case.

* When quarters to the extent of four rooms and a kitchen have been permanently appropriated for him.
† A Schoolmaster when married with leave may draw one and a half times the issues here stated.
‡ Not to be drawn by unmarried serjeants or staff serjeants unless stationed singly, or where they cannot be in mess.

REGIMENTAL.

	Nov. to March, inclusive.			Apr., May, Sept., and Oct.			June to Aug., inclusive.			Lbs. Candles.		
	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Nov. to Feb. inclusive.	March and Oct.	April to Sept.
	New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.				
	When Fitted with New Pattern Grates and Cooking Apparatus.											
Serjeants' Messes.												
For Mess Room — No. 1 Grate, .	320	—	6	160	—	6	—	—	—	For candles, see below, the issue depending upon the numbers in mess.		
No. 2 ,, .	260	—	6	130	—	6	—	—	—			
No. 3 ,, .	240	—	6	120	—	6	—	—	—			
For Cooking, . . .	14 lbs. per head per week, . .									This allowance is, however, to be so far irrespective of numbers, that it is never to be less than 280 lbs. per week, nor more than 420 lbs. per week.		
	When not Fitted with New Pattern Grates and Cooking Apparatus.											
No. of Serjeants in Mess.												
1 to 6, . .	—	347	6	—	187	6	—	187	6	$1\frac{3}{8}$	$1\frac{3}{8}$	$\frac{4}{8}$
7 to 12, . .	—	694	6	—	374	6	—	374	6	$2\frac{4}{8}$	$2\frac{4}{8}$	1
Above 12, . .	—	1,040	6	—	561	6	—	561	6	$3\frac{6}{8}$	$3\frac{6}{8}$	$1\frac{4}{8}$
Drummer's Mess, . .	According to size of grate.	260	6	According to size of grate.	130	6	—	—	—	$1\frac{3}{8}$	$1\frac{2}{8}$	$\frac{4}{8}$

REGIMENTAL.

	November to March, inclusive.			April, May, September, and October.			June to August, inclusive.			Lbs. Candles.		
	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Nov. to Feb., inclusive.	March and October.	April to Sept.
	New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.				
Soldiers' Rooms.	When Fitted with New Ventilating Grate.											
No. 1 Grate, ...	320	—	6	160	—	6	—	—	—	—	—	—
„ 2 „	260	—	6	130	—	6	—	—	—	—	—	—
„ 3 „	240	—	6	120	—	6	—	—	—	—	—	—
	When not Fitted with New Pattern Grate.											
For every 12 men of Infantry or 8 of Cavalry, . . .	—	260	6	—	130	6	—	—	—	—	—	—
For every 12 men (Cavalry or Infantry), ...	—	—	—	—	—	—	—	—	—	$1\frac{4}{8}$	$1\frac{2}{8}$	$\frac{4}{8}$

The above allowances will be issued for each Barrack Room occupied by married soldiers, in accordance with W. O. Circular 631, and the allowances specified for the intermediate months may be continued during the summer.

REGIMENTAL.

	November to March, inclusive.			April, May, September, and October.			June to August, inclusive.			Lbs. Candles.		
	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Nov. to Feb., inclusive.	March and October.	April to Sept.
	New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.				
To each separate Room allotted to a married soldier, . .	130	130	6	80	80	6	80	80	6	$\frac{4}{8}$	$\frac{4}{8}$	$\frac{2}{8}$
FOR DETACHMENTS.												
Non-commissioned Officer in charge, Acting Serjeant Major or Acting Quartermaster Serjeant, if not drawing a personal allowance in any other capacity,	130	130	6	80	80	6	80	80	6	$\frac{4}{8}$	$\frac{4}{8}$	$\frac{2}{8}$

FOR COOKING PURPOSES.

Where Benham's apparatus exists:—

From 1 to 25 men,	. . . .	50 lbs. per day.				
,, 26 to 50 ,,	. . . .	2 ,,	per man per day.			
,, 51 to 100 ,,	. . . .	1¼ ,,	,,	,,	with a minimum of	100 lbs.
,, 101 to 200 ,,	. . . .	1 ,,	,,	,,	,, ,,	125 lbs.
,, 201 to 300 ,,	. . . .	¾ ,,	,,	,,	,, ,,	200 lbs.
Above 300 men,	. . . .	⅔ ,,	,,	,,	,, ,,	225 lbs.

Where Grant's apparatus exists:—

Under 200 men,	. . . .	2 lbs.	per man per day.			
From 201 to 300 men,	. . . .	1¾ ,,	,,	,,	with a minimum of	400 lbs.
,, 301 to 400 ,,	. . . .	1½ ,,	,,	,,	,, ,,	525 lbs.
,, 401 to 500 ,,	. . . .	1¼ ,,	,,	,,	,, ,,	600 lbs.

With 6 lbs. of wood per week to each apparatus.

Where ordinary 25-gallon and 15-gallon boilers exist, set in the usual manner:—
1 lb. per man per day.

In cases of small detachments the officer commanding and barrack-master have discretionary power as to the amount of issue, not exceeding, however, 80 lbs. per day in the case of the 25-gallon boilers, and 50 lbs. per day in the case of the 15-gallon boilers.

Where 25-gallon and 15-gallon boilers exist, so set that one fire suffices for two boilers, with a steamer between:—
½ lb. per man per day, with a minimum in the case of small detachments of 40 lbs. per day for the 25-gallon boiler, and of 30 lbs. per day for the 15-gallon boiler.

Where the 25-gallon or the 15-gallon boilers, of the new pattern, set singly, are in operation:—
¼ lb. per man per day, with a minimum in the case of small detachments of 30 lbs. per day for the 25-gallon boiler, and of 20 lbs. for the 15-gallon boiler.

No extra allowance is to be made for baking where iron ovens are erected, but where brick ovens exist a special allowance will be made in each case.

Wood for the boilers will be in the proportion of 12 lbs. per 100 men per week, or a proportionate quantity according to the strength of the detachment, with a minimum of 3 lbs.

REGIMENTAL.

	November to March, inclusive.			April, May, September, and October.			June to August, inclusive.			Lbs. Candles.		
	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Nov. to Feb., inclusive.	March and Oct.	April to Sept.
	New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.				
HOSPITALS.												
Wards with new pattern Grates, No. 1, .	320	—	6	160	—	6	Fuel may be issued during these months on the certificate of the Medical Officer, stating that the same is indispensably necessary, and the reasons thereof.			$1\frac{3}{4}$ per ward.	$1\frac{3}{4}$	$\frac{4}{5}$
Wards with new pattern Grates, ,, 2, .	260	—	6	130	—	6						
Wards with new pattern Grates, ,, 3, .	240	—	6	120	—	6						
Old pattern Grates, .	—	260	6	—	130	6	Ditto, . .			$1\frac{3}{4}$	$1\frac{3}{4}$	$\frac{4}{5}$
Surgery, . . .	240	260	6	120	130	6	Ditto, . .			$1\frac{3}{4}$	$1\frac{3}{4}$	$\frac{4}{5}$
Kitchen (for each fire),	—	260	6	—	260	6	—	260	—	$1\frac{3}{4}$ per ward.	$1\frac{3}{4}$	$\frac{4}{5}$

Where new pattern cooking apparatus are provided, special allowances will be fixed.

REGIMENTAL.

	Nov. to March, inclusive.			Apr., May, Sept., and Oct.			June to Aug., inclusive.			Lbs. Candles.		
	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Nov. to Feb., inclusive.	March and Oct.	April to Sept.
	New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.				
Offices and Orderly Rooms.												
New pattern Grates, No. 1,	213	—	6	At the discretion of Officers commanding and Barrack-masters, up to a maximum of 80 lbs. coal, and 3 lbs. wood, per week,			—	—	—	$1\frac{3}{8}$	—	—
New pattern Grates, ,, 2,	173	—	6									
New pattern Grates, ,, 3,	160	—	6									
Old pattern Grates,	—	180	6									
Orderly Rooms of Troops or Batteries of Royal Artillery, or of Detachments, one-half of above quantities of Fuel and Light.												
Guard Rooms.												
New pattern Grates, No. 1,	480	—	6	240	—	6	—	—	—	—	—	—
New pattern Grates, ,, 2,	390	—	6	195	—	6	—	—	—	—	—	—
New pattern Grates, ,, 3,	360	—	6	180	—	6	—	—	—	—	—	—
Old pattern Grates. Commissioned Officers' Guard,	—	960	12	—	560	12	—	280‡	—	$1\frac{6}{8}$* $1\frac{6}{8}$†	$1\frac{6}{8}$* $1\frac{6}{8}$†	$\frac{7}{8}$* $\frac{7}{8}$†
Old pattern Grates. Non-commissioned Officers',	—	420	6	—	280	6	—	280‡	—	$1\frac{6}{8}$	$1\frac{6}{8}$	$\frac{7}{8}$

* Composites. † Dips. ‡ When the men cook their provisions on guard.

REGIMENTAL.

	November to March, inclusive.			April, May, September, and October.			June to August, inclusive.			Lbs. Candles.		
	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Nov. to Feb., inclusive.	March and Oct.	April to Sept.
	New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.				
Pharmacie,	100	130	6	80	100	6	60	70	6	Special application for light to be made when necessary.		
Shops, Tailors',	220	260	6	110	140	6	110	140				
,, Collar makers',	110	130	6	—	—	—	—	—	—			
,, Saddlers',	110	130	6	—	—	—	—	—	—			
,, Shoemakers',	110	130	6	—	—	—	—	—	—			
Stores, Clothing,	110	130	6	—	—	—	—	—	—	—	—	—
,, Pensioners',	110	130	6	30	30	3	30	30	3	—	—	—
				When certified by Staff Officer to be necessary.								
,, Barrack,	As specially authorized.			Half the amounts authorized for winter months, when certified to be necessary.						—	—	—
Musketry Lecture Room,	110	130	6	—	—	—	—	—	—	—	—	—
Library,	220	260	6	110	140	6	—	—	—	$1\frac{1}{2}$	$1\frac{1}{2}$	$\frac{1}{2}$
Reading Room,												
School,												
	(Unless otherwise specially authorized.)											
Chapel,	As specially authorized.											
Librarian,	130	130	6	80	80	6	80	80	6	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
Court-martial Room,	40 lbs. per day each day the Court sits.						—	—	—	—	—	—

Fuel and Light.

fuel and light.

REGIMENTAL.

	November to March, inclusive.			April, May, September, and October.			June to August, inclusive.			Lbs. Candles.		
	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Lbs. Coals.		Lbs. Wood.	Nov. to Feb., inclusive.	March and October.	April to Sept.
	New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.		New Pattern Grates.	Old Pattern Grates.				
Laundries, per 100 men, . .	40		3	40		3	40		3	—	—	—
	20 coke.		—	20 coke.		—						
	Proportionate additions or deductions to be made for fractional parts of 100 men.											
Ablution Room, ...	80		3	—	—	—	—	—	—	—	—	—
Coast Brigade of Artillery (where one man only is stationed), ...	130	130	6	80	80	6	80	80	6	$\frac{5}{8}$	$\frac{5}{8}$	$\frac{3}{8}$
Ditto (more than 1 up to 12), .	according to size of grate.	260	6	according to size of grate.	180	6	according to size of grate.	140	6	$1\frac{1}{8}$	$\frac{3}{8}$	$\frac{4}{8}$

FOR HORSE BRIGADES OF ARTILLERY.

Fuel and Light.

For Veterinary Purposes.	Coal per Quarter.	For Repairs and Jobbing. Coal.
A Troop, from 144 to 156 horses, . .	12 cwt.	4 cwt. per Quarter.
A Half Troop, from 70 horses, . . .	6 cwt.	2 cwt. ,,
A Field Battery, from 104 horses, . .	9 cwt.	4 cwt. ,,
A Field Battery, from 50 horses, . . .	5 cwt.	2 cwt. ,,

Smaller detachments, agreeably to the above proportions.

Fuel will be issued to the head-quarters of garrison artillery for artificers' purposes, as specially sanctioned in each case.

GALLERIES AND PASSAGES.

One candle per night for each lamp or lantern authorized, from September 1 to April 30.

STABLES.

Proportions for Lanterns.	Lanterns.
Single stables, constructed for 5 horses and under, ...	1
,, ,, 6 ,, and not exceeding 13, .	2
,, ,, 14 ,, and not exceeding 17, .	3
Double stables, constructed for 10 ,, and under, ...	1
,, ,, 11 ,, and not exceeding 20, .	2
,, ,, above 20 horses, ...	3

	Periods Inclusive.	No. of Weeks.	Candles per Lantern.
			lb.
1	18th August and 28th September, . . .	6	$\frac{1}{2}$
2	29th September and 26th October, . .	4	$\frac{3}{4}$
3	27th October and 15th February, . . .	16	1
4	16th February and 15th March, . . .	4	$\frac{3}{4}$
5	16th March and 26th April, ...	6	$\frac{1}{2}$

The following issue of candles may be made for visiting stables where gas is used, after it has been extinguished for the night:—

	Per Week.
Regiments, brigades, or detachments exceeding 3 troops or one battery, ...	$\frac{7}{8}$ lb.
Detachments not exceeding do., ...	$\frac{4}{8}$ lb.

N.B.—With above exception, no issues of candles are to be made for any service for which gas is supplied.

ISSUES OF STRAW.

Straw.

To men in barracks, 24 lbs. to be issued for each palliasse and bolster, and to be exchanged every 90 days.

To men in hospital, 28 lbs. to be issued or exchanged at such periods as may be found necessary upon the requisition of the commanding officer and the certificate of the surgeon.

At exchanges of troops, fresh straw is to be issued to the relieving corps,

Straw.

if that left by the corps marching out has been 30 days in use, provided always that, on due inspection by the Barrack-master and the commanding officer, fresh straw shall be found necessary.

Brooms.

Issues of Brooms.	No. of Brooms per week.
To regimental hospitals,	1
To every 8 horses of cavalry and artillery occupying stables,	1
To the stables of regimental field and staff officers of infantry, occupied,	1
To the stables of regimental and staff officers of cavalry, each,	1
To cleansing yards, parades, &c., &c.,	8

N.B.—Should the above proportion of brooms for cleansing parades, &c., be found inadequate, a larger proportion will be issued upon the certificate of the commanding officer that such number is absolutely necessary.—A. B. F. S.

W. O. Circ., 796. HOME. *6th Dec.*, 1862.

Fuel and Light

1. NUMEROUS cases having occurred of special issues of fuel, which are not authorized by Circular 767, being included in the weekly returns of fuel transmitted by barrack-masters to this office, barrack-masters are reminded that all previous authorities are cancelled by Circular 767.

In the event of issues not sanctioned by the above quoted circular being included by officers commanding in the weekly returns, barrack-masters will point out to those officers that, if circumstances continue to render a special issue necessary, they should make application for it in the manner prescribed in Article 18, page 81 of the Queen's Regulations for the Army.

Barrack-masters will at the same time be careful to furnish the reports required by Circular 668, and to quote the date and number of the order previously sanctioning the issue, if any such exist.

2. The fuel and light authorized for guard rooms under Circular 767 are to be issued daily. Should any difficulties arise in making daily issues, barrack-masters will in each case make a special report, suggesting the means of obviating them.—F.

To Barrack-masters. EDWARD LUGARD.

W. O. Circ., 813. HOME. *27th March*, 1863.

Fuel and Light

THE following alterations and additions to the Circular of the 26th June last, No. 767, have been approved by the Secretary of State for War, in concurrence with His Royal Highness the Field Marshal Commanding in Chief.

1. Candles will be allowed for tailors' shops between the 1st November and 31st March yearly, for cavalry and artillery; and between the 1st January and 31st March for infantry regiments, at the rate of 1¼ lbs. per week for each regiment, on the certificate of the officer commanding that they are required for the purpose of making up the annual clothing.

2. When, on account of the number of recruits joining, similar issues to depôt battalions are found necessary, special applications must be made in the usual manner through the quarter-master general.

3. When gas is laid on to tailors' shops, the troops will be charged for the quantity consumed, less the value of the candles that would have been issued had there been no gas.

4. An issue of 130 lbs. of coal a week may be made to each saddle-tree maker's shop, appropriated as such under the authority of the Secretary of State for War. Fuel and Light.

5. The scale of fuel laid down in Circular 767 for veterinary purposes for horse brigades of artillery is cancelled, and the issues will in future be at the following weekly rate, applicable to all mounted corps:—

Under 20 horses, ...	20 lbs. per week.
20 to 40 horses, inclusive, ...	30 ,, ,, ,,
Every 20 or any number up to 20 additional horses,	10 ,, ,, ,,

6. The issues for old pattern grates in soldiers' rooms are to be alike for all arms of the service—viz., 260 lbs. of coal and 6 lbs. of wood for every twelve men per week, from November to March, inclusive, and 130 lbs. of coal and 6 lbs of wood per week, in April, May, September, and October.

7. The fuel for warming cells and for cooking the meals of prisoners is to be issued, at the special rates fixed in each case, daily instead of weekly, and only when the cells are occupied.

8. When inland coal is used, the weekly fuel return is to be made out in detail, according to the scale of sea coal fixed for the several services, and one-fourth added to the total, to give the amount of inland coal to be issued.

9. The dates of authorities for all special issues are to be invariably inserted in the margin of the weekly fuel returns.—A. F.

EDWARD LUGARD.

W. O. Circ., 845. HOME STATIONS. *7th Dec.*, 1863.

FREQUENT cases occurring of barrack-masters issuing, on the requisition of commanding officers, extra allowances of fuel and light, and extra barrack stores, without the previous sanction of the Secretary of State for War, barrack-masters are reminded that this is contrary to regulations, and are desired for the future to issue no extra allowances or stores without the previous sanction of the Secretary of State, which in case of urgent necessity can be applied for by telegraph.—A. E. Extra issu

EDWARD LUGARD.

Barrack-masters and Acting Barrack-masters.

W. O. Circ., 851. HOME STATIONS. *13th Feb.*, 1864.

THE Secretary of State for War, in concurrence with His Royal Highness the Field Marshal Commanding in Chief, having approved of the following issues to troops at home stations, barrack-masters and acting barrack-masters are authorized to make issues accordingly. Fuel, Li and Extr Blankets.

1. The following scale of fuel for guard rooms is to be substituted for that shown at page 11 of Circular 767, the issues being made daily.

		Winter. lbs.	Intermediate. lbs.
New pattern Grates,	No. 1, ...	80	40
	No. 2, ...	70	35
	No. 3, ...	60	30
New Guard Room Range, with means for cooking, ...		70	35
Old pattern Grates,	Commissioned Officers' Guard, ...	140	80
	Non-commissioned Officers' *Guard*, ...	75	40

1. Light, Extra ukets.

2. Upon any day when the temperature of the external air during the preceding night has fallen to 8 deg. below freezing point, at a height of not less than 4 feet above the level of the ground, an additional issue may be made of 10 lbs. of coal to each guard room grate by the barrack-master, on his receiving a requisition, which must be signed as laid down in paragraph 5, and which must have a certificate annexed that the degree of cold above stated was reached.

3. During the intermediate months, when the men cook on guard, 20 lbs. in addition to the regulated issue per diem for cooking may be drawn for each guard, except where the new guard room range has been introduced.

4. Upon any wet day during the summer months an issue may be made at the rate per day laid down for the intermediate months, on a requisition, signed as laid down in paragraph 5, being forwarded to the barrack-master. Upon other days in summer no issue is to be made, except in the case of the cooking being done on guard, when 40 lbs. daily for the guard may be given.

5. The requisitions above alluded to should be attached to the weekly fuel return, and should be signed, in a garrison, by the general officer commanding, or a garrison staff officer, or by the field officer of the day, if there be no responsible staff officer of the station, or by the officer commanding at stations where there is no field officer of the day.

6. The same allowance of fuel may be drawn for a surgery as for an office, under Circular 767.

7. When a room has been appropriated under the authority of the Secretary of State for War as an office for the quarter-master of a cavalry depôt or of a depôt battalion, the ordinary office allowance of fuel sanctioned by Circular 767, without light, may be issued.

8. Candles, during the winter months, for offices or infant schools, on the scale laid down by Circular 767, are only to be issued on the commanding officer's certificate affixed to the weekly fuel returns that the issue is absolutely necessary for the public service.

9. The issues for the coast brigade of Royal Artillery, shown at page 13 of Circular 767, are cancelled, and the following scale is to be substituted, which will be applicable to all detachments:—

	Nov. to March, inclusive.			April, May, Sept., and Oct.			June, July, and August.			Candles.		
	Coal.			Coal.			Coal.					
	New Pattern Grates.	Old Pattern Grates.	Wood.	New Pattern Grates.	Old Pattern Grates.	Wood.	New Pattern Grates.	Old Pattern Grates.	Wood.	Nov. to Feb., inclusive.	March and Oct.	April to Sept.
	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.
To one or two men quartered alone at a station, each, . .	130	130	6	80	80	6	80*	80*	6*	$\frac{5}{6}$	$\frac{5}{6}$	$\frac{5}{6}$
To more than two up to twelve, . .	According to size of grate†.	350	6	According to size of grate†.	180	6	140	140	6	$1\frac{1}{6}$	$1\frac{2}{6}$	$\frac{5}{6}$

* No increase on the amount here stated is to be drawn when there are two men at the station.

† With one-third additional for cooking.

10. An issue of 40 lbs. of coal a week during the winter months for a harness room, and one-half that amount during the intermediate months, is sanctioned, when certified by the officer commanding to be absolutely necessary for preventing mildew. Fuel, Lig and Extra Blankets.

11. Upon any day when the temperature of the external air on the previous night has fallen to that indicated in paragraph 2, one-third fuel, in addition to the regulated allowances under Circular 767, may be issued for warming the rooms of regimental officers and men and orderly rooms and guards in wooden barracks or wooden huts, on a requisition, signed and certified as directed in paragraphs 2 and 5 of this circular, being transmitted to the barrack-master.

12. Whenever the temperature falls to that indicated in paragraph 2, and the cold appears likely to continue, an extra blanket per man may be issued to troops occupying wooden barracks or wooden huts, or barracks in which the improved system of ventilation has been introduced, or in which a space of 600 cubic feet is allotted to each man, on a requisition to the barrack-master from the general officer commanding the district. These blankets are to be returned into store the day after the temperature at night has risen to above the freezing point.

13. Whenever any such issue of blankets may be made, the barrack-master is at once to report to the Secretary of State for War the date of issue and the number issued, and in a further communication the date when returned into store.—A. B. F.

EDWARD LUGARD.

BARRACK DEPARTMENT.

3.—BUILDINGS.

W. O. Circ., 99. HOME AND FOREIGN. *24th April*, 1857.

Painting "Bull's Eyes" on Walls.

SIR,—It being considered necessary, for the instruction of recruits in taking aim, that "bull's eyes" shall be painted on various parts of the barrack walls; and the Secretary of State for War having decided that the work shall be done by the troops themselves, under the direction of the officer commanding in the barracks:

The same is notified for the information of the barrack-master, in order that he may, on requisition from such officer, supply the necessary tools and materials for performing the work—viz., prepared paint (black and white) and brushes, for which, should he have none in store, he will make application in the usual manner; and which, after the work is performed, are to be retained on charge by the barrack-master for further use when required.

The barrack-master will communicate this order to the officer commanding.

The Barrack-master at ——. B. B. HAWES.

W. O. Circ., 191. 21*st Dec.*, 1857.

Sweeping Chimneys.

THE Secretary of State for War having decided that the arrangements for sweeping all the chimneys of the War Department premises at the several stations shall be conducted by the barrack-masters, and that one general contract shall be entered into for each station:

The same is notified for the information and guidance of all persons concerned.

Storekeepers and other officers will in future make requisitions upon the barrack-masters for the sweeping of chimneys when necessary.

This arrangement will, however, only commence when new contracts are entered into. On the expiration of existing contracts, barrack-masters are enjoined to take care that the new contracts are made in conformity with this circular.—C.

B. HAWES.

W. O. Circ., 197. 30*th Dec.*, 1857.

Care of Unoccupied Buildings.

THE attention of the Secretary of State for War having been recently called to robberies and damages which have been committed on unoccupied portions of barracks and stables not in occupation of the troops, Lord Panmure desires that barrack-masters will call the attention of commanding officers to any unoccupied barracks and stables within the barrack walls, as soon as the troops have marched in.

The barrack-master will request that the quarter-master, or another officer of the corps, may inspect the buildings with him, with a view of verifying their condition, and of ascertaining that all furniture or fittings belonging to them are forthcoming, and are in an undamaged state. He will request the commanding officer to furnish such protection in the way of sentries as the [illegible] may think necessary.

If the regiment or detachment is unable, from its strength, to furnish sentries, the barrack-master will represent the circumstance to the Secretary of State, and he will be authorized to hire watchmen for the protection of the public property. Care of Unoccupied Buildings.

When a barrack is occupied by two or more regiments, the barrack-master will wait upon the officer commanding the garrison, and call his attention to the unoccupied barracks or stables; and he will request the officer commanding to make such arrangements for their protection as he may think necessary.

In all cases where the charge of buildings has thus been handed over to the troops, any damages or robberies that may occur therein, if shown to have been effected from without, will invariably be charged against them.—B.

The —— Barrack-master. B. HAWES.

W. O. Circ., 230. 10*th March*, 1858.

THE Secretary of State for War having decided that the barrack contract for the cleaning of privies at the various stations shall, in future, also include the privies of the Military Store Department: Cleaning Privies.

The same is notified for your information and guidance.—P.

Storekeepers and Barrack-masters. B. HAWES.

W. O. Circ., 385. 7*th Feb.*, 1859.

THE Secretary of State for War having had under his consideration the regulations for supplies of lime to, and the whitewashing of, barracks, and buildings connected therewith, as laid down at page 104, paragraph 186, and Appendix XVI. of the Barrack Regulations, has been pleased to cancel the same, and, with the concurrence of His Royal Highness the General Commanding in Chief, has ordered the following regulations to be substituted:— Supply of Lime and Whitewashing.

1. All whitewashing required for any portion of barrack or hospital buildings or stables between the several periodical whitewashings executed by the Royal Engineer Department is to be performed under the superintendence of the Barrack Department, on requisitions furnished by the officer commanding the troops to the barrack-master, stating the buildings for which the service is required to be performed. Such requisitions to be so limited that no building shall be whitewashed more than twice a year. In any case of more frequent whitewashing being required, a special report is to be made to the quarter-master general, showing the necessity for the same.

2. The service is to be performed by the troops at such seasons of the year as may least interfere with their drills, and, when this is impracticable, by civil labour.

3. Non-commissioned officers and soldiers so employed are to receive working pay at the rate of 4d. per diem; the proportion of non-commissioned officers and the number of working hours will be in accordance with the general regulations of the service.

4. It is considered that cases should but rarely arise when the duty cannot be performed by the troops; and the Secretary of State for War desires that officers commanding will endeavour to confine their requisitions for this service as much as possible to those portions of the year when troops are available. When this cannot be done, barrack-masters will report the circumstance specially for the information of the Secretary of State for War, showing the necessity for the immediate performance of the work.

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5. Barrack-masters will, on the receipt of requisitions, as above described, from commanding officers, transmit the same, with an estimate according to War Office Form 1421, to the commanding royal engineer, who, after attaching his signature to the certificate thereon, will forward it to the inspector general of fortifications without any covering letter, with the view to obtaining the sanction of the Secretary of State for War.

6. Barrack-masters will issue to the troops brushes and implements as at present.

7. Payments will be made by the barrack-master to the parties employed; the authority of the Secretary of State for War to be quoted on the voucher of the barrack-master's account-current, on which the charge will appear.

8. When lime is required for sanitary purposes, such as the purification of drains, ash pits, urinals, or privies, commanding officers are to send requisitions to barrack-masters for such quantities as may be necessary for this service alone. Barrack-masters will then purchase the same at the lowest price for which it is obtainable, and issue accordingly; they will send in a quarterly statement on War Office Form 1420, supported by the requisitions of commanding officers as vouchers for the quantity supplied, in order to obtain the sanction of the Secretary of State for War to the expenditure.

9. This expenditure is to be charged in the barrack-master's account-current on War Office Form 1394, on which should be quoted such sanction, the quality certificate always accompanying the voucher. On War Office Form 1366 should be charged the lime purchased for whitewashing performed by the troops, supported by the like quality certificate, War Office Form 1421 A being available for the pay of the men, and War Office Form 1365 being used when the service is performed by civil labour.

10. Barrack-masters are allowed, when a proper store has been provided in barracks for the purpose, to keep a supply of lime on hand to meet the requisitions for sanitary purposes alluded to in paragraph 8.—L. W.

B. HAWES.

W. O. Circ., 461. HOME. 16*th Aug.*, 1859.

odorizing ents for ains, &c.

THE Secretary of State for War having had under his consideration the expediency of adopting a uniform practice regarding the deodorizing agents to be supplied by barrack-masters for the purification of privies, drains, or other portions of barracks where effluvia prejudicial to the health of the troops are likely to arise, has decided that lime only shall be used for such purposes in barracks, and, in cases of necessity, chloride of lime also in hospitals.

Requisitions for these articles will continue to be made as heretofore upon barrack-masters, those for the latter being certified by the medical officer in charge of the hospital for which it may be required.

Barrack-masters in Ireland will consider the order of the 21st November, 1853 (I. G. F.—493), which was only experimental in its object, to be hereby cancelled.—D.

B. HAWES.

W. O. Circ., 522. HOME. 26*th Dec.*, 1859.

uisitions Repair of ldings.

INCONVENIENCE having arisen from the want of a uniform practice in making requisition for such barrack accommodation as may be required [illegible] handed over to the Royal Engineer Department for the execution of [illegible] repairs which have been duly authorized either on annual or special

The Secretary of State for War has, with the concurrence of His Royal Highness the General Commanding in Chief, been pleased to give directions that the following course shall hereafter be pursued whenever barrack accommodation may be required by commanding royal engineers for the purposes above specified. Requisition for Repair Buildings.

Commanding royal engineers will make application to the general or other officer commanding the district for such amount and description of barrack accommodation as may be required, sending in all instances a detail thereof upon the subjoined form.

The officer commanding the district, in the event of the amount of accommodation required being small and easily to be spared for the period specified, will issue the requisite orders for the quarters to be given over to the Barrack Department, and will cause the commanding royal engineer to be informed accordingly; but when the amount required is large (*i. e.*, for 100 men or upwards), he will obtain the sanction of the General Commanding in Chief before acting upon the requisition.

Upon receiving the above-mentioned intimation from the general officer commanding, the commanding royal engineer will request the barrack-master to hand over the buildings to the Royal Engineer Department.

On the completion of the works the commanding royal engineer will apprise the officer commanding the district and the barrack-master, and the latter will resume possession of the buildings.

The officer commanding the district will report such resumption to headquarters in cases wherein the approval of the General Commanding in Chief was sought before the accommodation was vacated.

In the event of a delay occurring in barrack accommodation being thus handed over to the Royal Engineer Department of a nature calculated to prevent the works authorized being completed at a proper period of the year, the commanding royal engineer will report the same to the inspector general of fortifications for the information of the Secretary of State for War.

It is especially desirable that generals or other officers commanding and commanding royal engineers should make such arrangements as will ensure the execution of all works or repairs involving a reduction of troop or stable accommodation during the favourable season of the year—namely, between 1st April and 30th September. JOHN ROBERT GODLEY.

REPORT of Barrack Accommodation required to be temporarily given over to the Royal Engineer Department for the purpose specified.

Station, ——. Date, ——.

Station.	Description of Building.	Amount and Description of Accommodation.	How occupied.	Purpose for which required.	Period till which required.	Remarks.

B.

W. O. Circ., 606. 11*th July*, 1860.

WITH reference to War Office Circular No. 385, dated February 7, 1859, on the subject of the whitewashing of barracks:— Whitewashing Barracks.

The Secretary of State has now decided, with a view to diminishing correspondence, on the following modification thereof:—

On a barrack-master receiving from an officer commanding a requisition

Whitewashing barracks.

for whitewashing a barrack or a portion of a barrack, he will, as now, when it is proposed that the work shall be performed by the troops, and when the buildings in question have not been whitewashed for six months, fill in War Office Form 1421, and will transmit it to the commanding royal engineer for his certificate as to the estimate.

The commanding royal engineer, after attaching his certificate thereto, will return the form to the barrack-master, who will then cause the work to be executed without further authority.

2. At the close of the quarter, the barrack-master will transmit to the War Office the whole of the requisitions for whitewashing which may have been acted on during the quarter, with a covering letter, showing the total of the estimates and the total expenditure incurred, in order that the sanction of the Secretary of State for War to the expenditure may be obtained.

3. In the event of its being proposed that troops shall not be employed to execute the work, or that a building shall be whitewashed more often than once in six months, the commanding royal engineer will then forward the requisition prior to the work being ordered, in accordance with paragraph 5 of Circular 385.—W.

B. Hawes.

W. O. Circ., 659. Foreign. *8th Jan.*, 1861.

Whitewashing barracks abroad.

The Secretary of State for War having considered the regulations under which the whitewashing of barracks, or buildings connected therewith, as laid down at page 147, Article 223, of the foreign barrack regulations, and finding that much discrepancy of practice exists at the various foreign stations, has decided, with the concurrence of His Royal Highness the General Commanding in Chief, that the following regulations shall be adopted in future:—

The entire whitewashing, including scraping and stopping, of all Barracks and War Department establishments shall be performed periodically by the Royal Engineer Department.

The period for this general whitewashing at home stations is fixed at once in two years; but inasmuch as climate or other local circumstances may render it desirable that this period should vary at different foreign stations, the Secretary of State will leave it to the general officer commanding at the several stations to fix the period in each case.

When this period has once been fixed by a general officer it will not be changed by any subsequent general officer, without the prior sanction of the Secretary of State, as such change would necessarily cause embarrassment in the annual estimates.

2. All intermediate whitewashing between these periods will be performed by the troops, the Royal Engineer Department providing the necessary materials.

Non-commissioned officers and soldiers so employed will receive working pay at the rate of 4*d.* per diem: the proportion of non-commissioned officers, and the number of working hours, will be in accordance with the general regulations of the service.

The work will be done under the superintendence of the Barrack Department.

Mr. Secretary Herbert will lay down no limit as to the frequency with which the work may be performed.

Requisitions will be made to the barrack-master by officers commanding corps or detachments.

The barrack-master will fill in W. O. Form No. 1495, and transmit it to the commanding engineer.

That officer, after attaching his signature to the certificate, will forward it to the general officer commanding, by whom, when approved, it will be returned to the barrack-master, who will then take the necessary steps for the performance of the work, obtaining the materials from the Royal Engineer Department. White washi Barrac Abros

In the case of large commands, the general officer commanding may delegate this power to such officers holding subordinate commands as he may think proper.

Commanding engineers will provide annually in their estimates the funds necessary to meet the whole of the preceding expenditure.

General officers commanding will, on the receipt of this circular, be good enough to report, for the information of the Secretary of State for War, the periods which they propose to fix for the periodical whitewashing of barracks, &c., by the Royal Engineer Department.

B. HAWES.

BARRACK FORM, No. 85 (FOREIGN).

—— Barracks. Date, ——.

STATEMENT of Lime Whitewashing required to be performed at the above Barracks by ——, in consequence of the accompanying Requisitions.

Date of the last Performance of the Service.	Description of the Buildings.	Number of Days of Soldiers at 4*d.* per Day.		Quantity of Lime.		Amount.
		No.	No. of Days.	Quantity.	Rate.	£ *s.* *d.*

I hereby certify to the necessity for the performance of the service specified in the accompanying requisition.

Place, ——. ——, Barrack-master. Date, ——.

I certify that this estimate is fair and reasonable.

——, Commanding Royal Engineer.

Place, ——. Name, ——.

Date, ——. Rank, ——.

W. Approved. ——, General Officer Commanding.

B. HAWES.

W. O. Circ., 687. 30*th May*, 1861.

IN consequence of a recent instance of damage to property within a building in a barrack, the Secretary of State for War, in concurrence with His Royal Highness the General Commanding in Chief, desires it to be notified that officers commanding in barracks are expected to use due vigilance and discretion in the preservation and guardianship of all the barrack buildings and property contained therein, and that, where skilled and professional labour is not required, they should themselves take measures to secure these objects. Preser tion of Buildi

Should there be, for instance, an accumulation of snow on the roof of a barrack, the subsequent melting of which would probably, if unremoved, cause damage to the buildings and their contents, the officer commanding should either himself take steps for its removal, or if, from want of necessary appliances, or other causes, he is unable to do so, he should make a requisition on the Barrack Department.—B. B. HAWES.

BARRACK DEPARTMENT.

4.—CORRESPONDENCE, RETURNS, AND CONTRACTS.

W. O. Circ., 108. HOME. *30th May*, 1857.

Militia Quarters in Returns.

IN reference to the Circular Memorandum of the 2d November, 1855, $\frac{6}{257}$, which directed barrack-masters to include militia barracks in their monthly construction and occupation returns:

Barrack-masters are desired by the Secretary of State for War to include in those returns the number of the permanent staff of disembodied militia who may be accommodated in county quarters, specifying the militia stations in their charge under the head of "Out-stations," and giving their distance from head-quarters.—M.

The Barrack-master at ——. B. HAWES.

W. O. Circ., 231. HOME. *11th March*, 1858.

Contracts for Gas and Oil.

THE Secretary of State for War having decided that the arrangements for lighting lamps at barracks, military store, and other public premises properly lighted at the expense of the War Department shall in future be conducted by barrack-masters, and that the cost of lighting all the lamps at each station shall be included in one agreement, when practicable, at a definite rate per 1,000 cubic feet of gas consumed, and at a fixed sum per lamp per night for oil:

The same is hereby notified for the information and guidance of the military storekeepers and barrack-masters concerned.

Storekeepers and other officers will afford every information to the barrack-masters on the subject, and the former will consider whether the same rules as to hours cannot be observed for lighting the store lamps as the barrack lamps, as shown in the enclosed form of tender.

This arrangement will, however, only commence when new contracts are entered into.

On the expiration, therefore, of existing contracts, storekeepers and barrack-masters are enjoined to take care that the new contracts are made in conformity with this order, which extends to the lighting of interior lamps, when possible, as well as of exterior lamps.—C.

The —— Storekeeper and Barrack-master. B. HAWES.

W. O. Circ., 258. FOREIGN. *25th May*, 1858.

Foreign Lodging Money Lists.

THE Secretary of State for War has decided that in future all regimental lodging money lists forwarded from foreign stations shall be certified by the officer in charge of the Quarter-master General's Department, or, in his absence, by the commandant of the garrison, as in the case of lodging money returns for staff officers.—L.

B. HAWES.

W. O. Circ., 279. HOME. 28*th June*, 1858.

SECRETARY MAJOR GENERAL PEEL has decided that the contracts for coals and candles shall for the future commence with the financial year, instead of July, as heretofore; the contracts now in force will therefore expire on 31st March next. Contracts for Fuel.

The annual statements formerly transmitted on the 1st of March are in future to be sent in so as to reach this office not later than the 1st of January in each year.—C.

Officers Commanding Royal Engineers, Military Storekeepers, and Barrack-masters. B. HAWES.

W. O. Circ., 477. 17*th Sept.*, 1859.

THE Secretary of State for War having decided that in future all new contracts for fuel and light and straw for bedding shall be undertaken by the Commissariat Department, the same is notified for the information and guidance of barrack-masters, who will, when called upon to do so by district commissariat officers, transmit to them returns showing the various articles for which contracts will be required, giving in each case the probable quantity which will be necessary for one year's consumption, and the places at which the same must be delivered. Fuel and Light Contracts, &c.

Similar returns will be transmitted by barrack-masters to district commissariat officers whenever any new barracks have been handed over to them for occupation, and at which no contracts for those services have been entered into.

The above information, so far as it relates to straw, is to be furnished immediately on the receipt of this order to the commissariat officer in charge of the district.

The present contracts for straw will expire on 30th November, 1859, and those for fuel and light on the 31st March, 1860.—C.

The Barrack-master, ——. B. HAWES.

W. O. Circ., 485. HOME AND FOREIGN. 6*th Oct.*, 1859.

SEVERAL cases having occurred of commanding officers and barrack-masters including in their demands for stores articles which they had previously demanded, but had not received—a proceeding which has caused much confusion and unnecessary expense, more particularly in regard to demands for articles required for musketry drill: Demands for Barrack Stores.

The Secretary of State for War desires that, in making demands upon the War Office, great care may in future be exercised to prevent the insertion of any article which may have been previously authorized. Any additional demand must be distinctly stated as such, and a reference made to the date of the former demand unsupplied.

In all cases where any delay in the supply of stores under orders may cause inconvenience to the service, the circumstance should be immediately reported, that the necessary steps may be taken to hasten the issue.—S.

To Officers Commanding Regiments and Battalions, and Barrack-masters. B. HAWES.

W. O. Circ., 507. HOME. 23*d Nov.*, 1859.

WITH reference to Circulars Nos. 279 and 477, Mr. Secretary Herbert desires that the annual statements of fuel and light, formerly trans- Statement Fuel and Light.

Statements, Fuel and Light.

mitted to this office, be in future forwarded to the district commissariat officer.—F.

B. HAWES.

Officers Commanding Royal Engineers and Military Storekeepers.

W. O. Circ., 712. HOME. 16*th Sept.*, 1861.

Construction and Occupation.

THE Secretary of State for War has directed, on the recommendation of His Royal Highness the General Commanding in Chief, that barrack-masters shall prepare in duplicate, on the first of each month, the enclosed* form of the construction and occupation of the several barracks within their districts.

One copy is to be sent to the general of the district, and one to the quarter-master general at the Horse Guards, for England and Scotland, and to the deputy quarter-master general in Dublin for Ireland.

This will be in lieu of all other similar returns at present furnished by barrack-masters to the military authorities.

Barrack-masters are instructed to furnish the returns accordingly.—B.

B. HAWES.

W. O. Circ., 776. HOME AND FOREIGN. 18*th Aug.*, 1862.

Register of Documents.

IN order to secure a uniform and regular record of all documents received or issued by barrack-masters, Secretary Sir George Lewis has decided that a register shall be supplied for each barrack office at the head-quarter station of a district.

Barrack-masters will be careful to keep these registers properly filled up in all cases, and will insert therein daily the information required under the several headings concerning every document received in or issued from their offices.—R.

To Barrack-masters. EDWARD LUGARD.

W. O. Circ., 802. FOREIGN. 2*d Feb.*, 1863.

Construction and Occupation.

BARRACK-MASTERS on foreign stations are hereby instructed, by direction of Secretary Sir George Lewis, to forward through the general officer commanding, for the information of his Royal Highness the Field Marshal Commanding in Chief, duplicate returns on W. O. Form 1378 of the construction and occupation of barracks, simultaneously with those for this office.

EDWARD LUGARD.

* See Circular 802.

Construction and Occupatio

RETURN OF THE BARRACKS IN —— BARRACK DISTRICT. 1st ——, 18—. W. O. Form, 1378.

Name of Barracks.	Corps (each corps to be shown separately).	Construction. Field Officers.	Construction. Officers.	Construction. Staff Serjeants.	Construction. Serjeants in separate Rooms.	Construction. Married Soldiers' Quarters.	Construction. Non-commissioned Officers and Rank and File.	Construction. Horses. Officers'.	Construction. Horses. Troop.	Construction. Hospital Patients.	Occupation. Field Officers.	Occupation. Officers.	Occupation. Staff Serjeants.	Occupation. Serjeants in separate Rooms.	Occupation. Married Soldiers. In Special Quarters.	Occupation. Married Soldiers. In Barrack Rooms.	Occupation. Non-commissioned Officers and Privates.	Occupation. Horses. Officers'.	Occupation. Horses. Troop.	Occupation. Hospital Patients.	Available accommodation exclusive of any temporary appropriation. Field Officers.	Available. Officers.	Available. Serjeants.	Available. Serjeants in separate Rooms.	Available. Married Soldiers' Quarters.	Available. Non-commissioned Officers and Privates.	Available. Horses. Officers'.	Available. Horses. Troop.	Available. Hospital Patients.	Receiving Lodging Money. Field Officers.	Receiving Lodging Money. Officers.	Receiving Lodging Money. Staff Serjeants.	Receiving Lodging Money. Married Soldiers living out of Barracks for want of accommodation.	Receiving Lodging Money. N.-C. Officers and Privates drawing 2d. per diem under W. O. Circular, July 25, 1849.	Remarks, showing temporary appropriation.

Name of Barracks.	Average cubic space per Man.	Average cubic space per Patient in Hospital.	Accessories. Riding School and state of the Floor.	Accessories. Extent of Exercising Ground and distance from Head-qrs.	Accessories. Rifle Instruction. Extent of Range and distance from Head-quarters.	Accessories. Rifle Instruction. Lecture Room.	Accessories. Cells. Regimental.	Accessories. Cells. Provost.	Accessories. Officers' Mess.	Accessories. Serjeants' Mess.	Accessories. Chapel.	Accessories. School.	Accessories. Infant School.	Accessories. Library.	Accessories. Reading Room.	Accessories. Regimental Orderly Rooms.	Accessories. Paymaster's Office.	Accessories. Magazine. Capacity in rounds.	Accessories. Magazine. Present Contents.	Accessories. Quarter-master's Stores.	Accessories. Tailor's Shop.	Accessories. Armourer's Shop.	Accessories. Shoemaker's Shop	Accessories. Collar Maker's Shop.	Accessories. Saddler's Shop.	Accessories. Canteen.	Accommodation provided for Pensioners. No. of Rooms.	Accommodation provided for Pensioners. Original Construction of each Room	Accommodation provided for Pensioners. Present use	Accommodation provided for Pensioners. No. of Stand of Arms.

——, Barrack-master.

N.B.—At home stations one copy to be forwarded monthly to the general officer commanding the district, and one copy to the quarter-master general to the forces for Great Britain, or to the deputy quarter-master general in Dublin for Ireland. At foreign stations one copy to be forwarded *quarterly* to the quarter-master general to the forces through the general officer commanding.—B.

W. O. Circ., 817. HOME AND FOREIGN. *8th April*, 1863.

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s as to
ss.

WITH reference to the Circular Memoranda of 24th June, 1862, and 31st October, 1862, establishing the appointment of superintendent of the Barrack Department, the Secretary of State for War directs that all correspondence, returns, or other papers relative to barrack stores, fuel, and light, that have hitherto been addressed to the Director of Stores, shall in future be addressed to the "Superintendent of the Barrack Department," to whom barrack-masters and acting barrack-masters will be accountable for all barrack stores, fuel, and light under their charge.

The Secretary of State also directs that the signature of the superintendent of the Barrack Department shall be in future recognized as conveying the orders of the Secretary of State in all matters relating to barrack stores, fuel, and light.—s.

EDWARD LUGARD.

To Barrack-masters and Acting Barrack-masters.

BARRACK DEPARTMENT.

5.—STORES, FURNITURE, &c.

W. O. Circ., 389. 19*th Feb.*, 1859.

Stores Temp Use— Cover

AN instance having recently occurred wherein articles issued to a regiment for temporary use were found, on their return into store, marked with the number of the regiment using them:

Secretary Major General Peel considers it necessary to impress upon all concerned, that stores issued for temporary service of the troops, either in camp or barrack, are not on any account to be marked; and that, should it be found, on the delivery of such articles into store, that they have been marked, the cost of making good such articles for re-issue will be charged against the regiment or corps.

To prevent charges being made for horse covers deficient, Secretary Major General Peel has decided that it will be necessary for the troops to produce at least the two portions containing the eyelet-holes on the sides; and, although the military storekeepers and barrack-masters will be instructed to make all fair allowance for the wear and tear of horse blankets, covers, and articles of a similar description, it is nevertheless requisite, for the protection of the public, that a sufficient portion of the worn-out articles should be produced to afford a reasonable proof that they have not been unfairly dealt with.—H.S.

The Officer Commanding. B. HAWES.

W. O. Circ., 456. HOME AND FOREIGN. 8*th Aug.*, 1859.

Sheet Wash Certif

THE Secretary of State for War having had under his consideration Article 35 of the Queen's Warrant which directs that non-commissioned officers and privates shall, on arrival at any barrack, be supplied by the barrack-master with one pair of clean sheets to each bed, on payment of 2*d.* per pair, has been pleased to decide that in all cases where a soldier has paid the regulated sum he shall not, on removal to another station, be called on to make any further payment for clean sheets within a month from the last payment.

Commanding officers of regiments and detachments will therefore, on removal from a station, obtain a certificate from the barrack-master, showing when the payment for sheets was last made, and deliver the same to the barrack-master of the station at which they arrive, who will make the next charge at the expiration of a month from the date mentioned in the certificate.

This order is not to be considered as in any way relieving troops from the charge for sheets improperly soiled, which the barrack-master will levy as a barrack damage as heretofore.—S.

Commanding Officers and Barrack-masters. B. HAWES.

W. O. Circ., 542A. HOME AND FOREIGN. 2*d Feb.*, 1860.

Water and T

SIR,—The Secretary of State for War having, with the concurrence of His Royal Highness the General Commanding in Chief, decided on the discontinuance of the use of wood water cans in barracks so soon as the present stock is exhausted:

ter Pails
l Tins.

I am directed by Mr. Secretary Herbert to inform you that, in accordance with the above decision, this article must not be again included in your demands; and I am to take this opportunity to state that one water pail and *one* tin can are considered quite sufficient for a room of twelve men.—W.

To Commanding Officers and Barrack-masters. I am, &c. B. HAWES.

W. O. Circ., 547. GREAT BRITAIN. 10*th Feb.*, 1860.

rds of
rvey.

MR. SECRETARY HERBERT has decided, on the recommendation of His Royal Highness the General Commanding in Chief, that the annexed General Order of 5th January, 1848 (H. G., 262), No., 70, of the second series of the addenda to the Barrack Regulations, on the subject of boards of survey on fuel and candles shall be extended to Great Britain.

B. HAWES.

To Officers Commanding and Barrack-masters.

5*th Jan.*, 1848 (H. G., 262).

Several representations having been made to the lieutenant general commanding the forces in Ireland relative to the inferior quality of fuel and candles supplied for the use of troops, and the want of proper precaution on the part of boards to which the same were submitted for survey; and the lieutenant general having proposed to issue to general officers commanding districts a circular relating to the constitution of boards of survey on the articles in question, in which the Commander in Chief and the Board of Ordnance have concurred:

The arrangements which have been decided upon are annexed, for the information and guidance of barrack-masters, so far as they are concerned, viz.:—

1st. That all boards of survey to be held upon fuel (whether coal or turf) and candles, which may be offered by ordnance contractors for the use of troops, shall be composed of competent and experienced officers.

2d. The president not to be under the rank of captain.

3d. One of the members of the board to be either a quarter-master or acting quarter-master.

4th. All articles of this description, prior to being submitted to a board of survey, must be duly tested by barrack-masters and barrack serjeants, and evidence given by them before the board as to their quality.

5th. Samples of fuel and candles must invariably be lighted before the board, in order to ascertain the quality of the articles offered by the contractor for the use of the troops.

6th. Fuel and candles must be taken from the very centre of the lot offered by the contractors, for the purpose of being tested, not trusting to the outward appearance of either, circumstances rendering it necessary that these precautionary measures should be strictly adhered to.

7th. The order for boards of survey must be inserted in garrison orders. The proceedings of the board, in duplicate, must be carefully and legibly written, and signed by the president and members, one copy of which is to be retained by the officer commanding the garrison, and handed over to his successor, in the event of any subsequent complaint being made against either fuel or candles so passed by a board and placed in the barrack stores.

8th. The decision of the boards of survey must be considered as final. No article having passed a board, and being consequently received into store r the use of the troops, can be re-surveyed with a view to rejection.—B.

W. O. Circ., 576. *29th March*, 1860.

Marri Soldie Sheet Wash

It having been brought to the notice of the Secretary of State for War that barrack sheets used by married soldiers are not always periodically returned into store to be washed by the contractor, but are washed by the troops themselves, whereby they are often but imperfectly cleansed, and are found to become unserviceable sooner than those washed by the contractors, barrack-masters are referred to Article 35 of the Queen's Warrant for the regulation of barracks, and are directed to insist upon the entire number of sheets issued to the troops being returned *monthly* into store, for the purpose of being washed, and on the sum of twopence per pair being paid for the same, as laid down in that article.—s.

To Officers Commanding and Barrack-masters. B. Hawes.

W. O. Circ., 600. Home. *19th June*, 1860.

Officer Mess Furnit

The Secretary of State for War having decided on supplying officers' mess establishments at certain stations occupied by cavalry depôts, depôt battalions, or by head-quarters of the brigades of Royal Artillery, with various articles of furniture, the officers comprising the mess paying a per centage upon the value thereof, the following instructions on the subject are issued for the information and guidance of officers concerned :—

1. On furniture being supplied to a mess establishment, whether by the War Department taking it over from officers, or by purchasing it from other sources, its total value will be communicated from this office to the barrack-master.

That officer will, on the expiration of each quarter, or on the regiment or battalion quitting the station, send in to the officer commanding a charge for the use of the furniture, at the rate of fifteen per cent. per annum upon its total value, sending a duplicate of the charge to the accountant general, and retaining a third copy in his own office.

The paymaster of the regiment or battalion will then receive the amount of the charge from the officers concerned, and will give credit for it in the pay list next to be rendered by him, under the head of "Her Majesty's Exchequer, extra receipts, per centage on value of mess furniture."

2. The barrack-master will also, on his monthly inspection of the barracks, examine the furniture, and will assess charges against the regiment or battalion for any deficiencies or for any damages which may have been caused by wantonness or neglect, making every allowance for fair wear and tear, which to furniture in daily use must be expected to be considerable.

These damages the barrack-master will at once cause to be made good by local tradesmen, as far as practicable. The claims of those tradesmen he will transmit to the accountant general for allowance, in accordance with the instructions laid down in Circular 543 for other damages charged against the troops.

A statement of the charges so assessed he will transmit to the officer commanding, sending a duplicate to the accountant general, and retaining a third copy in his own office.

The paymaster of the regiment or battalion will receive the amounts from the officers concerned, and will credit them in the pay list next to be rendered by him, under the head of "Her Majesty's Exchequer, extra receipts, *damages and deficiencies.*"

Appeals against the charges assessed will be conducted in the same manner as in ordinary cases of barrack damages.

3. When repairs shall become necessary through fair wear, the barrack-

cers' ...s ...niture.

master will procure an estimate of their cost from some local tradesman, and he will transmit that estimate in a *special* fair wear report, with his own report upon the subject, to this office, for the authority of the Secretary of State to the expenditure.

4. The total sum on which the per centage will be levied will remain a fixed amount so long as the articles by which it was originally made up remain unchanged. The state of their repair, so long as they are not unserviceable, will not be permitted to increase or diminish that amount.

5. On an article of furniture being considered unserviceable from fair wear, the officer commanding will assemble a board, composed of three officers (one of whom shall be the barrack-master), and on their report being to the same effect, the officer commanding will transmit it to the Secretary of State for War, in order that the necessary steps for replacing the article at the cost of the public may be taken.—M. B. HAWES.

To Officers Commanding Cavalry Depôts, Royal Artillery Brigades, Depôt Battalions, and Barrack-masters.

W. O. Circ., 699. HOME. 17*th July*, 1860.

ne Tubs ...e Coated ...h Tar.

SIR,—I am directed by the Secretary of State for War to inform you that he has, with the concurrence of His Royal Highness the General Commanding in Chief, decided that urine tubs shall be re-coated with tar after four months' constant use; also that as urine tubs coated with tar are not suitable for mixing lime water, agreeably to paragraph 4 of Appendix 16 of Barrack Regulations, a few tubs that have not been so treated must be put aside and kept for this purpose.—U.

I am, &c. B. HAWES.

To General Officers, Commanding Officers, and Barrack-masters.

H. G. Circ. Mem., 95. AT HOME AND ABROAD. 19*th Dec.*, 1860.

...e of ...rack ...res.

HIS Royal Highness the General Commanding in Chief desires that the following may be substituted for paragraph 16, pages 247, 248, of the Queen's Regulations and Orders for the Army.

16. When stores are issued by the Barrack Department or received from the troops, the quarter-master, or other commissioned officers acting for him, of the regiment receiving or returning such stores, is to be present.

The barrack-master is also to attend these issues or receipts, except at large stations where this may be impracticable, in which case he is to depute a member of the Barrack Department to act for him, but for whose receipts he will be held responsible.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 693. HOME AND FOREIGN. 20*th June*, 1861.

...rcoal.

THE Secretary of State for War has decided that charcoal shall in future be received and issued by weight only, instead of by measure as heretofore.—C.

B. HAWES.

W. O. Circ., 726. HOME AND FOREIGN. 7*th Dec.*, 1861.

...ishment ...angles.

THE Secretary of State for War has decided, with the concurrence of His Royal Highness the General Commanding in Chief, that punishment triangles shall, in future, be articles of store, and shall be in charge of the

barrack-masters at the several stations, instead of being regimental articles as heretofore. Punishment Triangles.

With a view to carry out this arrangement, it has further been decided that regiments shall hand over the triangles now in their possession to the barrack-masters of the districts in which they may at present respectively be stationed.

The barrack-master is authorized to receive the same, and he is requested to report on the 1st of January next the number that have been received, and from what regiments; also whether there be any head-quarters of a regiment within his district from which no triangles have been handed over to him.—T.

The Barrack-master ——. T. FOSTER, *Maj. Gen.*

W. O. Circ., 769. HOME. *24th June*, 1862.

THE Secretary of State for War having approved of new lists of prices for barrack stores, corrected to the present time, the same are herewith enclosed,* and barrack-masters will regulate barrack charges on the troops accordingly, from 1st July next.—P. Prices of Barrack Stores at Home.

The Barrack-master. EDWARD LUGARD.

W. O. Circ., 770. FOREIGN. *24th June*, 1862.

THE Secretary of State for War having approved of new lists of prices for barrack stores at foreign stations, corrected to the present time, the same are enclosed* for your information, and for the guidance of barrack-masters in settling future charges upon the troops for loss or damage. It is intended that these lists shall be brought into operation from the date on which this letter reached the station, which date should be shown by a certificate to be attached to the first account current transmitted to England—P. Prices of Barrack Stores Abroad.

EDWARD LUGARD.

To the Military Accountant and to the Barrack-master.

W. O. Circ., 784. HOME AND FOREIGN. *24th Sept.*, 1862.

THE Secretary of State for War having had under consideration the present system of issuing watch coats for the use of the troops, has sanctioned the following regulations, which are transmitted for your information and guidance. Watch Coats.

Watch coats will be supplied on the requisitions of barrack-masters, and should be issued by them on the 1st November in each year, to be returned into the barrack stores on the 1st April following.

Upon their return into store they should be inspected, and any damage not arising from fair wear charged against the troops.—W.

To Barrack-masters. EDWARD LUGARD.

W. O. Circ., 791. FOREIGN. *7th Nov.*, 1862.

WITH reference to the Circular Memorandum addressed to barrack-masters from this office on the 24th September last, No. 784, those at foreign stations are informed that watch coats should be issued to the troops, under Watch Coats.

* May be had upon application.

Watch Coats.

the authority of the general officer commanding, during the recognised winter months, and not necessarily on the 1st November in each year.—W.

To Barrack-masters. EDWARD LUGARD.

W. O. Circ., 812. HOME AND FOREIGN. *23d March*, 1863.

Lanterns for Engine-Houses.

IT having been decided that a lantern should be provided as part of the stores in every engine-house, for use when the engines are called out in cases of fire, barrack-masters will supply a horn lantern to each engine-house, and will take care that a candle is always kept in it ready for use.

In case barrack-masters have not horn lanterns in store, they will make demands in the usual manner.—E.

EDWARD LUGARD.

W. O. Circ. Mem., 5. HOME. *30th June*, 1864.

Demands.

Demands and Purchases.

BARRACK-MASTERS are informed that it has been decided to make, for the future, but one supply of stores during the year to each barrack. Annual demands are therefore to be made on War Office Form 1481, which is to be filled up under the several headings, and forwarded to this office, addressed to the superintendent of the Barrack Department, not later than the 15th November in each year. It is to be observed that although the demands are required at that time, with the view to the preparation of the estimates, the supplies will probably not be made before the June quarter following.

Demands for musketry drill articles are to be forwarded in the usual way, through the inspector general of musketry.

Purchases.

With a view to the reduction of correspondence, barrack-masters are to apply for authority to purchase such articles as are usually obtained on the spot, only once in a quarter, at such time as may be most convenient. In the same letter (which is to be forwarded in duplicate) they are to apply for authority to procure such articles as may be required from contractors, including fuel, light, and straw, detailing the quantities, price, and total cost of each article required. One copy of the letter will be returned to the barrack-master, with authority to purchase or procure such articles as may be approved; and this copy is to be forwarded with the barrack-master's cash accounts as his authority for the expenditure. It must be distinctly understood that the entire amount authorized to be expended in any quarter must be paid within the quarter in which the authority is given, and must appear in the abstract for that quarter. A form of letter is enclosed.

In order to enable this system to apply from the 1st April last, the barrack-master is to send in a duplicate statement, showing purchases that have been authorized during the present quarter, and articles procured from the contractors.

Carriage of Stores.

Expenses for the carriage of barrack or engineer stores to be reported separately in each case, for covering sanction, not oftener than once in a quarter.

Issue of Old Linen.

Applications to issue linen for cleaning rifles need not be made, provided the demand does not exceed the quantity allowed by Circular 678 for regi-

ments of the line, or half that quantity for the artillery, and 1 oz. per man to the militia during the annual training. Demands and Purchases.

Stores and Expenses for Militia.

A return of all expenses incurred on behalf of the militia during the annual training, for the issue, purchase, and repair of stores, and for the making of bedding, which have not been charged in the barrack-master's cash accounts to the militia vote, is to be forwarded to the War Office as soon as possible after the annual training is over.

B. H. MARTINDALE, *Sup. Bar. Dep.*

FORM OF LETTER referred to in Letter of Instructions as to Purchases and Articles procured from Contractors.

Application for Authority to Purchase or Procure from Contractors the following Articles of Barrack Store during the Quarter ending ——.

Barrack Office, ——, 1864.

Sir,—I have the honour to request authority to purchase on the spot, during the present quarter, the following articles, at the prices detailed against them, viz.:—

Furniture, &c.	£	s.	d.
50 doz. Plates, at 2*s.* per doz.,	5	0	0
50 doz. Basins, at 2*s.* per doz.,	5	0	0
100 doz. Birch Brooms, at 3*s.* per doz.,	15	0	0
Total,	£25	0	0

Also to procure from the Contractors—

Fuel and Light.	£	s.	d.
100 tons of Coal, at 20*s.* per ton,	100	0	0
5 tons of Coke, at 30*s.* per ton,	7	10	0
100 lbs. of Composite Candles, at 12*s.* per doz. lbs.,	5	0	0
500 lbs. of Dip Candles, at 6*s.* per doz. lbs.,	12	10	0
4 tons of Firewood, at 40*s.* per ton,	8	0	0
Total,	£133	0	0

Straw.	£	s.	d.
400 cwts. of Straw, at 2*s.* per cwt.,	40	0	0

I have, &c. ——.

To the Superintendent of the Barrack Department, War Office.

BARRACK DEPARTMENT.

6.—MISCELLANEOUS REGULATIONS.

W. O. Circ., 543. HOME STATIONS. *3d Feb.*, 1860.

Barrack Damages.

WITH reference to the regulations quoted in the margin [*below**], requiring, whenever charges for barrack damages or deficiencies are assessed against troops, that the amount thereof shall be *paid forthwith to the barrack-master*, whether notice of appeal be given or not, the following instructions, with the view of facilitating the proper credit for the sums due to the public under this head, have been decided on, with the concurrence of His Royal Highness the General Commanding in Chief, and are notified for the information of commanding officers, and for the future guidance of paymasters and barrack-masters at home stations.

Barrack-masters are to be relieved from the duty of recovering and accounting for the sums charged by them for barrack damages and deficiencies, and in lieu thereof the paymasters of the corps or battalions from which the sums assessed are to be recovered will credit the amount in their regimental accounts.

Paymasters will accordingly recover the amounts from *soldiers* in the same manner as other stoppages; and, in the case of *officers*, will obtain from them the money due on this account. The entire amount so recovered should in all cases be credited in the accounts of the quarter in which the damages have been assessed. The necessary documents which shall constitute the paymaster's authority for so doing shall be W. O. Forms Nos. 1387 and 1387A, as regards damages to buildings, and W. O. Forms Nos. 1388 and 1388A, as regards damages and deficiencies of stores, signed by the barrack-master and by the commanding officer, or such officer as may be appointed by him; barrack-masters sending simultaneously to the accountant general, and also retaining in their offices counterparts of the documents furnished to the paymaster.

It is to be observed that this mode of crediting the public with the value of barrack damages, attributable to wilfulness or neglect on the part of the troops, will not alter any regulation affecting their assessment by barrack-masters, or the appeals against them by commanding officers, and, therefore, in order to meet the case of *remission of charges* in consequence of appeals, paymasters will, upon receiving the necessary authority from the Secretary of State, refund to the troops the sums so remitted.

The charge for the sum remitted is to be supported by the authority and by a reference to the account in which the sum originally assessed has been credited, together with a certificate from the commanding officer that the troops have been duly settled with for the same.

It will be necessary for barrack-masters† to continue to employ contractors or other tradesmen for the immediate repair of such damages, or for

* Articles 33 and 34, pages 232-3 of the Queen's Regulations.
Article 7, page 7, Royal Warrant for the regulation of barracks; Article 28 of the Barrack Regulations, and Circular issued by His Royal Highness the General Commanding in Chief, dated 22d November, 1858 (No. 98).
† Article 190, Barrack Regulations.

cial washing, as may be assessed against the troops, and on the completion of the work, to forward their claims to the accountant general for examination and allowance, and marking them conspicuously in red ink "Repairs or Damages assessed against the Troops, as per Form No. 1387 or 1388 (as the case may be), dated ——." Barrack Damages

In addition to accounting for the charges for damages and deficiencies, paymasters will also in future give credit, in a similar manner, for the payment for washing sheets required under Article 35 of the Barrack Warrant, as referred to in War Office Circular 456, the vouchers for the stoppages from the soldiers on this account being W. O. Form No. 1392.

Barrack-masters will therefore hand one form of their charges on this latter account to the corps or battalion concerned, forwarding to the accountant general at the same time a counterpart thereof, and retaining a third copy in their own offices. They will of course cease to receive or account for money on this account in future.

The sums inserted in the paymaster's general state under these heads should be stated as for "Exchequer" debits or credits.

This circular is to take effect from the 1st of April, 1860.—D.

B. HAWES.

W. O. Circ., 573. *27th March*, 1860.

A COPY of the regulations for the use and management of gas in barracks, which have been approved by the Secretary of State for War, is transmitted for the information and guidance of the officers concerned. Gas in Barracks.

Detailed instructions will be sent to each barrack-master respecting the persons to be employed to perform the services mentioned in paragraphs 4 and 14 of the regulations, and to commanding royal engineers respecting the alterations required to the gas fitments.

Commanding royal engineers will communicate to this office and to the respective barrack-masters the date of the completion of the alterations to the gas fitments, and the enclosed regulations will take effect from that date.

B. HAWES.

Officers Commanding, Commanding Royal Engineers, Barrack-masters.

Regulations respecting the use of Gas in Barracks.

1. The whole of the gas consumed in a barrack and the buildings connected therewith should pass through one meter, and means should exist for cutting it off entirely at one spot.

2. Means should exist for cutting off gas from *each* building internally lighted.

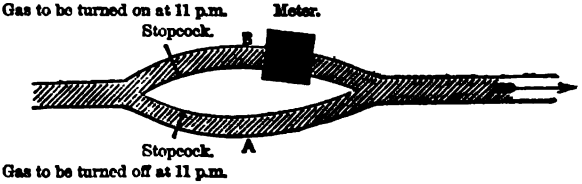
When the appropriation of more than one adjacent building is such that the extinction of internal lights would in all be required at the same time, the gas should be cut off from the whole at one spot, if such can be conveniently arranged.

3. A separate meter should be provided for the canteen, and all the gas consumed therein be made chargeable to the tenant.

4. A meter is to be affixed to the mess establishment, through which all the gas supplied to the different apartments should be made to pass, when required, according to the sketch. Up to 11 o'clock p.m. the gas is to pass through a pipe (A) connected with the general meter only. But at that

Gas in Barracks.

hour the gas is to be turned on through a pipe (B) connected with the mess meter; and at the end of each quarter, or on the marching out of the officers



using the mess, the barrack-master will be careful to deduct from the general charges of the company the amount of gas registered by such meter, and charge the expense of the same to the regiment or corps concerned.

5. At stations where it is found advisable to introduce gas-cooking apparatus or gas-heating stoves into hospitals, the meters and pipes laid on to those buildings should, where it can be conveniently and economically arranged, be attached to the company's mains, outside of the general meters.

6. Means should exist in every case for allowing gas to remain in the hospital during the whole night, although it will be turned off from officers' and soldiers' buildings.

7. Lamps in guard rooms and soldiers' privies should come under the category of exterior lamps, from all of which the gas should be cut off at each lamp and at the general barrack stopcock.

8. All meters are to be placed in secure places, and under lock and key. The general meter key should be different from that of the other meters; and all the keys, including the keys of the stopcocks, are to be in the custody of the barrack-master, who should examine the meters from time to time between the periods of taking account by the gas company's agents. The taking account must always be done in his presence, so as to enable him to certify to the quantity consumed. The barrack-master will thus be able to detect any unusual quantity of gas used, and ascertain, if possible, whether it is the result of escape or of neglect to the following rules regarding the period of turning on and off the gas.

9. The gas is to be turned on daily to the barracks generally (when occupied by troops) at the general stopcock half an hour before sunset, and at each building not earlier than sunset, half an hour after which the lamps should be lighted.

10. Gas is to be turned off from all soldiers' buildings half an hour after tattoo roll-call, and from all officers' buildings, except the mess, at 11 o'clock p.m.

11. In winter mornings the gas may, upon the requisition of the commanding officer, be turned on to the men's rooms and troop stables, and be used by the troops up to 7·30 a.m., at which hour it is again to be turned off at the general stopcock.

12. The regulation of the use of gas during the night in the hospital shall be at the discretion of the principal medical officer at the station, who will give the necessary instructions to medical officers in charge of the hospitals, taking care that no unnecessary use of gas is permitted.

13. As soon as the gas has been turned on, the interior lamps or burners are to be lighted by the troops, upon whom shall devolve also the duty of extinguishing at each separate burner, when necessary.

14. The cleansing, lighting, and extinguishing of exterior lamps, as well as

the turning off and on of the gas, shall be performed under the directions of the barrack-master, either by a member of the barrack department or by a pensioner or civilian labourer. If by the former, it must be clearly understood that the barrack duties now performed by such individual are to be in no way interfered with, this being considered as extra duty, for which an extra rate of pay will be granted. Rates of pay will be granted to the individuals selected for this duty, varying according to its extent; this pay, however, to be granted only whilst the gas is in actual use in the barracks. Gas in racks.

15. The barrack-master may purchase an almanac, showing the hours of sunset, by which he will regulate the hour of turning on the gas in the evening. He will make changes of a quarter of an hour at a time, notifying to every commanding officer the hour at which the gas will be laid on from one period to another by filling up the annexed form.

16. Exterior lamps are to be lighted and kept burning during the months of March and October from 6 o'clock in the evening until 11 o'clock at night; and during the months of November, December, January, and February from 5 in the evening until 11 at night, excepting the lamps in the soldiers' privies, guard rooms, and at hospital and barrack gates, where they are to burn from sunset to sunrise, without reference to moonlight nights.

The lamps are not to be lighted during such periods as the barracks may remain unoccupied, neither are they to be lighted on the night of the full of the moon, nor on the four preceding and two following nights, making together seven nights on which the lamps are not to be lighted at every full moon.

During the summer months such exterior lamps as are not in use are to be placed in store.

17. Gas regulators to the extent necessary are to be provided in all barracks where gas is introduced; they are to be securely placed under lock and key, and will be in the barrack-master's charge.

B. Hawes.

Statement showing the hour at which the gas will be turned on in the —— barracks from the —— day of —— to the —— day of ——, 18—, inclusive.

Hour.	Minutes p.m.

G.

To the Officer Commanding at ——. ——, Barrack-master.

H. G. Circ. Mem., 41. At Home and Abroad. 12*th June*, 1860.

His Royal Highness the General Commanding in Chief desires that the following directions regarding the mode of folding soldiers' bedding be substituted for those contained in paragraph 8, page 246, of the Queen's Regulations and Orders for the Army:— Soldier Beddin

The palliasse is to be rolled up in a circular form, and the blankets and sheets neatly folded up and laid on the top, the whole to be bound round the centre by a strap; when thus rolled up, the bedding is to be placed about two inches from the head of the bedstead, which is to be doubled back; the

Soldiers' Bedding.

rug is to be placed on the extreme end of the bedstead, so as to admit of soldiers sitting thereon during the day time.

The rug is to be folded round the blankets of such bedding as may not be in use.—B.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 608. 13*th July*, 1860.

Escapes of Gas.

WITH a view to guard against accident from escapes of gas in barracks, Mr. Secretary Herbert has directed that copies of the accompanying notice shall be hung on boards in conspicuous situations throughout barracks where gas has been introduced.

Barrack-masters will make application for such number of copies as they may require.—G.

B. HAWES.

H. G. Circ. Mem., 171. AT HOME AND ABROAD. 10*th Dec.*, 1861.

Gas in Serjeants' Mess.

HIS Royal Highness the General Commanding in Chief is pleased to approve, with the concurrence of the Secretary of State for War, of gas being burned in the serjeants' mess rooms half an hour later than at present. —G.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 788. 28*th Oct.*, 1862.

Latrines.

THE Secretary of State for War, in concurrence with His Royal Highness the General Commanding in Chief, has been pleased to approve of the following instructions relative to latrines in barracks.

At stations where Macfarlane's or Jenning's latrines have been or may hereafter be erected, barrack-masters are requested to have the annexed form

of notice posted up in or near the latrines, and renewed as circumstances may require. Latrine

Printed copies of the above notice will be supplied as required, on demand in the usual way.

Supplies of paper for use in the above-named latrines will be made to the extent of a quarter of a sheet per diem for each person occupying the barracks.

Barrack-masters will therefore demand such quantity of paper as may be necessary to be kept in store, and will make issues of the same weekly to the quarter-masters upon requisitions from the officers commanding regiments, the supply to be regulated by the occupation, and not to exceed the proportion above stated.

Barrack-masters will transmit to this office a monthly return, showing the occupation, and the quantity (in reams and sheets) of paper issued.

Any injury to the latrines or stoppage of the latrine drains, arising from the use of any article except paper, will be considered as a barrack damage, and the cost of the necessary repair or removal will be charged accordingly.

EDWARD LUGARD.

NOTICE.

This latrine to be emptied once every day into the * by unlocking the flap at No. † division, and lifting the lever handle till the whole contents of the trough be run off, when the plug may be allowed to drop into its place; a fresh supply of water to be let into the trough; any soil adhering to its sides to be scrubbed off with a coarse broom.

The plug to be again raised for the purpose of properly cleansing the drain.

Any paper or other matter adhering to the plug or valve to be cleared away, in order that it may be water-tight. After the trough has again received a supply of water, the flaps are to be locked.

Paper only to be used, which will be supplied to the troops through the quarter-master of the regiment. Straw and broken delf, or articles that would choke the drains, on no account to be thrown into the trough.

The seats, divisions, doors, and floors to be thoroughly washed every morning. The urinals to be also cleansed thoroughly once a day, by scrubbing with water and a coarse broom.

The above duties will be performed by the troops under the directions of the quarter-master, to whom also any defect or injury to the apparatus should be immediately reported to the barrack department.

If the latrine be improperly used, barrack damages will be charged for putting the apparatus in order.—L.

‡

* Insert the word "cart" or "drain," as the case may be.
† Fill in number.
‡ Insert any necessary additional instructions.

BIBLES AND PRAYER BOOKS.

W. O. Circ., 721. HOME AND FOREIGN. *25th Oct.*, 1861.

Demands. THE Secretary of State for War, having had under his consideration the forms of demand for bibles, prayer books, &c., has decided, with the concurrence of His Royal Highness the General Commanding in Chief, that future requisitions should be prepared in manuscript on the amended forms herein, and transmitted in duplicate to the Adjutant General.

The following regulations in regard to the supplies are also promulgated for the information and guidance of officers commanding:—

1. The books supplied are to last for a period of at least ten years, unless the regiment is called into the field, when any loss so incurred will be replaced at the public expense.

2. In the event of no books being required to replace copies "lost or disposed of," commanding officers should certify that the supply requested is solely for first issue to recruits and soldiers not previously supplied.

3. The prices of the books are as follow:—

	s.	d.	
Bible and Prayer Books bound together, . .	1	4	each.
Bibles separate, ...	0	8½	,,
Prayer Books separate, ...	0	8	,,
Roman Catholic Prayer Books and Testaments,	1	0	,,
Presbyterian Bibles with Psalms, . . .	0	10½	,,

and when re-supplied to men under the conditions stated in paragraph 3, credit for the same should be furnished in the paymaster's accounts.

EDWARD LUGARD.

DEMAND FOR BIBLES, &c.

Date ——.

	Date of last Supply.	Number in possession of the Men.	Number in Store.	Number required for first issue to Recruits and Soldiers not previously supplied.	Number required to replace books "lost or disposed of," see Art. 23, p. 21, Queen's Regulations.	Total Number required.
Bibles and Prayer Books, .						
Bibles (separate), ...						
Prayer Books (separate), .						
Douay Bibles, ...						
Roman Catholic Prayer Books and Testaments, .						
Presbyterian Bibles, . . .						

DEMAND FOR BIBLES, FOR HOSPITALS AND SCHOOLS, &c.

Date ——.

Demand

	Hospital.			School.		
	Date of last Supply.	Number in Possession.	Number required.	Date of last Supply.	Number in Possession.	Number required.
Bibles and Prayer Books, .						
Bibles (separate), ...						
Prayer Books (separate), . .						
Douay Bibles, ...						
Roman Catholic Prayer Books and Testaments, .						
Presbyterian Bibles, . . .						
Religious Tracts and Books,						

P. Signature ——.

BOOKS.

H. G. Circ. Mem., 96. AT HOME. 20*th Dec.*, 1860.

oop and mpany dger.

THE General Commanding in Chief has approved of the form of troop and company ledger being altered according to the accompanying specimen page.

Ledgers of the new form will be issued as soon as the store of the present pattern (which is estimated at about three months' consumption) is expended.

JAMES YORKE SCARLETT, *Adj. Gen.*

Dr. *Cr.*

Date.	Sums paid, Articles furnished, &c.	£ s. d.	Date.	Amount of Pay, Allowance, &c.	£ s. d.
	To Balance Dr. last month, . .			By Balance Cr. last month, . .	
	" days' messing, at . . .			" days' pay, at	
	" Amount of daily payments, .			" days' good-conduct pay, at	
	" days' hospital charges, at			" days' liquor money, at .	
	" " prison, at			" days on a march, at . .	
	" " cells, at			" days in confinement, at	
	" Barrack damages, ...				
	" Sheets washing, ...				
	" Hair cutting, ...				
	" School library, ...				
	" Marking, ...				
	Balance Cr.			Balance Dr.	

L.

H. G. Circ. Mem., 164. AT HOME AND ABROAD. 22*d Oct.*, 1861.

aulter ks.

SOME doubts appearing to exist as to the manner in which the minor offences of non-commissioned officers should be recorded, or whether any such record should be kept, His Royal Highness the General Commanding in Chief directs that in future one uniform method be adopted, and all offences be recorded in the company defaulter book,—from which such only as are brought to trial should be transferred to the regimental defaulter book.—D.

JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 790. HOME AND FOREIGN. 7*th Nov.*, 1862.

less ks, &c.

WITH reference to the regulations embodied in Circular 235, with regard to the disposal of useless books, &c., which may have accumulated in the course of years at any station, the officers concerned are informed that previous to any steps being taken for the condemnation of the documents in question, a full list thereof, showing—

1stly. The description of the books or documents,
2dly. The periods to which they apply, and
3dly. The reasons in each instance for the books, &c., being considered no longer necessary,

should be transmitted to this department, in order that the Secretary of State for War may decide as to the retention or destruction of the books, &c., in question.—D. Useless Books, d

EDWARD LUGARD.

H. G. Circ. Mem., 292. AT HOME AND ABROAD. 12*th April*, 1864.

To establish greater uniformity and brevity in the entry of crimes in the regimental and troop or company defaulter books, the Field Marshal Commanding in Chief has decided that two columns be added to all defaulter sheets—one for the place of commission of offences, another for the red ink* number in cases of drunkenness. Specimen sheets are enclosed. Defaulte Books.

His Royal Highness also directs that the following rules be observed on making entries in defaulter books:—

1. In trials by courts-martial the general nature of the charges, not the charges themselves, are to be entered. When there are two or more charges, each charge to be numbered. The date of the court-martial, and a reference to the volume and page of the book containing it, to be inserted in the column for "Remarks."

2. In trials for habitual drunkenness, the crime constituting the last offence to be entered in the "Offence" column, and the letters H. D. in red ink* in the "Cases of Drunkenness" column.

3. In trials for disgraceful conduct, the generic heading to be given in the "Offence" column, with the specific branch charge added: thus, "Disgraceful conduct—Theft;" or, "Disgraceful conduct—Embezzling Public Money;" or, "Disgraceful conduct—Malingering," or as the case may be.

4. In trials for insubordination, the same course to be pursued: thus, "Insubordination—Disobedience of orders;" or "Insubordination—Striking his superior officer," or as the case may be.

5. Confinement to barracks to be represented by C. B.

6. Imprisonment with hard labour by Impr. H. L.

7. Solitary confinement by S. C.

8. Penal servitude by P. S.

9. Imprisonment, when awarded by a commanding officer, to be entered in hours; when by a court-martial, in days.

10. No date to be mentioned in the "Offence" column, unless two offences are necessarily included in the crime; then the column for "Date" to show the first, and that for "Offence" the second. (See examples given in the specimen sheets annexed, on 8th February and 25th April, 1872).

11. In like manner, no place to be mentioned in the "Offence" column, unless the statement of the crime involves two; then the "Place" column to give the first and the "Offence" column the second. (See example given in the specimen sheets annexed, on 8th February, 1872).

12. Forfeiture of good-conduct pay to be noted under the head of "Remarks."

13. Diarating to the second class to be noted under the head of "Remarks."—D.

JAMES YORKE SCARLETT, *Adj. Gen.*

*The figures and letters to be written in red ink are here printed in *italics*.

REGIMENTAL DEFAULTER BOOK.

Regimental Number and Name—1236, JOHN GRAVES. Enlisted 25th January, 1868. Joined 1st February, 1868.

Place.	Date of Offence.	Cases of Drunkenness.	OFFENCE.	By whom Reported, and Names of Witnesses.	PUNISHMENT Awarded.	By whom Ordered.	REMARKS.
	1872.						
Parkhurst,	8th Feb. .	2	Absent from Tattoo; taken up in Newport at 7 a.m., 9th inst., drunk, ...	Colr. Serj. Jones, . Corp. Jeffreys, . .	Depd. 2 days' pay; 14 days C. B., ...	Major Nugent, .	Forfeited one Good-conduct Badge.
Newbridge,	1st Mar. .	3	Drunk and rioting in the streets at 6½ p.m., ...	Serj. Clerk, . . .	168 hours' imp. H. L.; 14 days C. B., ...	Lt. Col. Brown.	
"	14th " .	*H. D.*	Drunk at Tattoo when a Defaulter, ...	Colr. Serj. Henry, . Corp. Saunders, . .	Depd. 1*d.* a day for 168 days; 28 days' imp. H. L., . . .	Regl. Ct.-martial, 16th March, 1872,	Court-martial Book II., 139.
"	25th Apr.	—	Absent from Tattoo till 10 a.m., 26th instant, ... *Inspected by Major*	Serj. Thompson, . *General Brown, C.B.,*	Depd. 4 days' pay; 10 days C. B., ... *29th April*, 1872.	Lt. Col. Brown.	
"	1st July .	*H. D.*	Drunk on afternoon Parade, *Inspected by Major*	Serj. Major Allen, . Lance Corp. Baker, *General Thomas, 3d*	Depd. 1*d.* a day for 365 days; 56 days' imp. H. L., . . . *October*, 1872.	Dist. Ct.-martial, 4th July, 1872, .	Ct.-mart. Bk. II., 201. Dismissed to 2d Class.
	1873.						
Edinburgh,	3d Jan. .	—	(1.) Desertion and (2.) making away with Necessaries, . . *Inspected by Major*	Colr. Serj. Jones, . Corp. Jeffreys, . . *General Lyal, C.B.,*	365 days' imp. H. L., Letter D., and stoppages, . . . *2d May*, 1873.	Dist. Ct.-martial, 8th Feb., 1873, .	Court-martial Book II., 252.
	1874.						
Gibraltar, .	21st Feb.	—	Breaking out of Barrs after Tattoo; absent till 11 p.m., 22d instant, ... *Inspected by Major General*	Colr. Serj. Jones, . L. Corp. Crawford, . *Sir Henry Dawson,*	Depd. 2 days' pay; 14 days C. B. . . . . *K.C.B., 3d April*, 1874.	Lt. Col. Nugent.	
"	17th Apr.	—	Disgraceful Conduct—Theft, *Inspected by Major General*	Serj. Hammond, . Private J. Clerk, . *Sir Henry Dawson,*	50 Lashes; 168 days' imp. H. L., ... *K.C.B., 10th October*, 1874, .	Dist. Ct.-martial, 20th April, 1874,	Court-martial Book III., 12.
	1875.						
Gibraltar, .	2d Jan. .	1	Drunk on Guard, ... *Inspected by Major*	Serj. Johnstone, 25th Regt., . . Corp. Thomas, . . *General Adams, 10th*	42 days' imp. H.L.; depd. 1*d.* a day for 60 days, . . *May*, 1875.	Regl. Ct.-martial, 12th Jan., 1875, .	Court-martial Book III., 109.
"	18th Nov.	—	Insubordination — Disobedience of Orders, ... *Inspected by Lieutenant General Sir John Jones,*	Serj. Major Allen, Serj. Henry, . . .	168 days' imp. H. L., . . . *G.C.B., 20th July*, 1876.	Dist. Ct.-martial, 23d Nov., 1875, .	By Spec. Authority. Ct.-mar. Bk. III., 302.
	1876.						
Malta, . .	2d Aug. .	—	Disgraceful Conduct—Theft,	Serj. Clerk, ... Priv. E. Williams,	50 Lashes; 365 days' imp. H. L., and S.; forfeiture of all claim to Additional Pay, G.-C. Pay, and Pension.	Gen. Ct.-martial, 12th Aug., 1876,	Recommended to be dismissed with Ignominy, and marked B. C.—Ct.-mart. Bk. IV., 79.

TROOP AND COMPANY DEFAULTER BOOK.

Defaulter Books.

Regimental Number and Name—1230, John Graves. Enlisted 25th January, 1868. Joined 1st February, 1868.

Place.	Date of Offence.	Cases of Drunkenness.	Offence.	By whom Reported, and Names of Witnesses.	Punishment Awarded.	By whom Ordered.	Remarks.
Parkhurst,	1872. 1st Jan., .	1	Drunk at Tattoo.	Serj. Thompson, .	Admonished, ...	Lt. Col. Brown.	
"	28th " .	—	Absent from Tattoo till 10 p.m.,	Corp. Jeffreys, . .	7 days C. B., ...	"	
"	8th Feb.,	2	Absent from Tattoo; taken up in Newport at 7 a.m., 9th inst., Drunk.	Colr. Serj. Jones, . Corp. Jeffreys, . .	Depd. 2 days' pay; 14 days C. B., ...	Major Nugent, .	Forfeited one Good-Conduct Badge.
Newbridge,	1st Mar.,	3	Drunk and rioting in the streets at 6½ p.m., ...	Serj. Clerk, . .	168 hours' imp. H. L.; 14 days C. B., ...	Lt. Col. Brown.	
"	14th " .	H. D.	Drunk at Tattoo when a Defaulter, ...	Colr. Serj. Henry, . Corp. Saunders, . .	Depd. 1d. a day for 168 days; 28 days' imp. H. L., . . .	Regl. Ct.-martial, 16th March, 1872.	Court-martial Book II., 139.
"	25th Apr.,	—	Absent from Tattoo till 10 a.m., 28th instant, ...	Serj. Thompson,	Depd. 4 days' pay; 10 days C. B., ...	Lt. Col. Brown.	
			Inspected by Major	*General Brown, C.B.,*	*29th April,* 1872.		
"	1st July, .	H. D.	Drunk on Afternoon Parade,	Serj. Major Allen, . Lance Corp. Baker,	Depd. 1d. a day for 365 days; 56 days' imp. H. L.,	Dist. Ct.-martial, 4th July, 1872, .	Ct.-mar. Bk. II., 201. Disrated to 2d Class.
			Inspected by Major	*General Thomas, 3d*	*October,* 1872.		
Edinburgh,	1873. 3d Jan., .	—	(1.) Desertion and (2.) making away with Necessaries, . .	Colr. Serj. Jones, . Corp. Jeffreys, . .	365 days' imp. H. L., Letter D., and Stoppages, . . .	Dist. Ct.-martial, 8th Feb., 1873, .	Court-martial Book II., 252.
			Inspected by Major	*General Lual, C.B., 2d*	*May,* 1873.		
Gibraltar, .	1874. 12th Feb.,	—	Neglect of Duty as Ord. Man,	Corp. Hammond, .	Admonished, ...	Lt. Col. Nugent.	
"	21st "	—	Breaking out of Barr. aft. Tat.; absent till 11 p.m., 22d inst.,	Colr. Serj Jones, . L. Corp. Crawford, .	Depd. 2 days' pay; 14 days C. B., ...	"	
			Inspected by Major General	*Sir Henry Dawson,*	*K.C.B., 3d April,* 1874.		
"	17th Apr.,	—	Disgraceful Conduct—Theft,	Serj. Hammond, . Private J. Clerk, .	50 Lashes; 168 days' imp. H. L., ...	Dist. Ct.-martial, 20th April, 1874,	Court-martial Book III., 12.
			Inspected by Major General	*Sir Henry Dawson,*	*K.C.B., 10th October,* 1874.		
Gibraltar, .	1875 2d Jan., .	1	Drunk on Guard.	Serj. Johnstone, 25th Regt., . . Corp. Thomas, . .	42 days' imp. H. L.; depd. 1d. a day for 60 days, . .	Regl. Ct.-martial, 12th Jan., 1875, .	Court-martial Book III., 109.
			Inspected by Major	*General Adams, 10th*	*May,* 1875.		
"	21st Sept.,	—	Not Cleaning the Barrack Room as directed, ...	Serj. Hammond, .	7 days C. B., ...	Col. Nugent.	
			Inspected by Brigadier	*General Bates, 2d*	*November,* 1875.		
"	18th Nov.,	—	Insubordination — Disobedience of Orders, ...	Serj. Major Allen, Serj. Henry, . .	168 days' imp. H. L., . . .	Dist. Ct.-martial, 23d Nov., 1875.	By Spec. Authority. Ct.-mar. Bk. III., 302.
Malta, . . .	1876. 18th July,	—	Absent from Tat. till 10 p.m.,	Serj. Henry, . . .	Admonished, ...	Major Campbell.	
			Inspected by Lieutenant Gen	*eral Sir John Jones,*	*G.C.B., 20th July,* 1875.		
"	2d Aug., .	—	Disgraceful Conduct—Theft,	Serj. Clerk, . . Priv. E. Williams,	50 Lashes; 365 days' imp. H. L., and S.; forfeiture of all claim to Additional Pay, G.-C. Pay, and Pension.	Gen. Ct.-martial, 12th Aug., 1876.	Recommended to be dismissed with Ignominy, and marked B.C.—Ct-mart. Bk. IV., 72.

CAVALRY REGULATIONS.

H. G. Circ. Mem., 246. To the Cavalry. 21*st March*, 1863.

ge in lations. The Field Marshal Commanding in Chief having approved of certain alterations in the Cavalry Regulations, His Royal Highness desires that the books in possession of regiments may be corrected in accordance with the instructions annexed.

By Command. James Yorke Scarlett, *Adj. Gen.*

Alterations in the Cavalry Regulations. 5th Nov., 1862.

Distances.—From front rank to rear rank, when marching past with open ranks, *three* horses' lengths. Regiment or squadron at order, *four* horses' lengths.

Squadron at Order.—The squadron and troop leaders to be all in one line, one horse's length in front of the front rank.

In marching past by squadrons, the same. No alteration in the posts of the officers attached to the standard squadron.

Standard.—Regiments having a standard, the standard to be attached to right centre squadron.

Kettle-Drummer.—Kettle-drummer to be in front of the centre of the front rank of the band when at order, halted. When marching, in rear of the centre of the rear rank.—R.

H. G. Circ. Mem., 272. To the Cavalry. 15*th July*, 1863.

ge in ations. Referring to paragraph 1, section 10, page 171, of the Cavalry Regulations, edition 1862, His Royal Highness the Field Marshal Commanding in Chief is pleased to direct that for the words, "The other field officers are in *front* of the leaders of the flank squadrons," shall be substituted, "The other field officers are on the right and left flanks of the line of officers," &c.

Commanding officers will see that this alteration is duly noted in the books in possession of their respective corps.—R.

By Command. James Yorke Scarlett, *Adj. Gen.*

H. G. Gen. Ord., 829. 1*st August*, 1863.

ie ments, The regulations for the movements and formations of a division or brigade of cavalry having been submitted to the Queen by His Royal Highness the Field Marshal Commanding in Chief, and approved by Her Majesty, are to be adopted and strictly adhered to; and Her Majesty will hold the general officers charged with the inspection of the troops, as well as commanding officers of divisions, brigades, and regiments, responsible for any departure from the said regulations which shall [illegible] to have taken place, under any circumstances or upon any preteno[illegible]

[illegible].—R.

By Command. James Yorke Scarlett, *Adj. Gen.*

Circ. Mem., 280. To the Cavalry. *4th Nov.*, 1863.

Referring to General Order dated 1st August last, No. 829, His Highness the Field Marshal Commanding in Chief announces to the that, subject to the annexed emendation, the trumpet sounds in the brigade and divisional movements of cavalry are to supersede published with General Order dated 1st July, 1835. Trumpet Sounds.

dition to the copy of the brigade and divisional movements of which has already been forwarded to the commanding officer, two will be supplied at the public expense for issue to the regimental major and the trumpet major of each cavalry regiment.—T.

By Command. James Yorke Scarlett, *Adj. Gen.*

CELLS.

H. G. Circ. Mem., 115. AT HOME AND ABROAD. *12th March*, 1861.

HIS Royal Highness the General Commanding in Chief has decided, with the concurrence of the Secretary of State for War, that the following denominations shall, in future, be adopted in all regulations and correspondence respecting rooms or cells for the custody of prisoners. Prisoners' Room, &c.

1. "*Prisoners' Room.*"—The room attached to a guard room for the temporary detention of prisoners. The terms dry room, lock-up room, defaulters' room, and black hole, to be abolished.

2. "*Guard Room Cells.*"—Those cells which are attached to a guard for the temporary detention of prisoners, who are to be kept alone; the keys to be in the charge of the commander of the guard.

3. "*Regimental Provost Cells,*" or "*Garrison Provost Cells.*"—Those cells which are under a provost or acting provost serjeant in which commanding officers' punishments, or short sentences of courts-martial, are to be carried out.—P.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 703. FOREIGN STATIONS. *7th Aug.*, 1861.

SIR,—I am directed by the Secretary of State for War to inform you that, in consequence of the diversity which exists at foreign stations in the mode of charging expenditure on account of provost prisons and garrison cells, he has decided that one uniform system shall in future be followed, and that the military accountant shall pay and charge in his accounts, under the head of Military Prisons, all expenses connected with these services, which will consequently be altogether removed from the accounts of regimental paymasters. The controller of army expenditure should enter into all contracts for the supply of provisions and stores required for the provost prisons, and this duty will no longer devolve on the commanding officer at the station. All articles should be provided and accounted for in the manner laid down in Circular 493, 17th October, 1859, and the accounts and vouchers, which are to be prepared by the provost serjeants, should be certified by the commanding officer. Expend

Where a strictly regimental system of imprisonment is carried out in the barrack cells this new regulation will not apply, but the existing system of accounts should be followed.

I am to request that you will give the necessary instructions for carrying out the new system from the commencement of the quarter succeeding the receipt of this Circular.—E.

The General or other Officer Commanding. EDWARD LUGARD.

H. G. Circ. Mem., 225. AT HOME AND ABROAD. *4th Oct.*, 1862.

HIS Royal Highness the General Commanding in Chief, in concurrence with the Secretary of State for War, directs that the expense of meat dinners allowed to prisoners in garrison or barrack cells by the Horse Guards Circular Memorandum of the 8th of July, 1862, No. 212, be included in the quarterly accounts rendered on War Office Form No. 290. Expens Meat I ners.

This form, on a reprint, will be altered, and in the meantime the additional items are to be inserted in manuscript.—M.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

CHAPLAINS' DEPARTMENT.

W. O. Circ., 65. *7th March*, 1857.

Regulations.

1. CHAPLAINS to the forces, and assistant chaplains, are equally at the disposal of the Secretary of State for War; and will therefore be prepared to proceed, at a moment's notice, to any station at home or abroad where their services are required.

2. Chaplains to the forces shall take precedence of one another according to the dates of their commissions.

3. Assistant chaplains shall give place to all commissioned chaplains; and take precedence of one another according to the dates of their appointments.

4. Chaplains and assistant chaplains shall transmit to the chaplain general quarterly reports of their respective charges in the manner set forth by the annexed form.

5. When two or more chaplains or assistant chaplains are employed at the same station, the junior chaplains shall make their reports through the senior, who will send them on to the officer commanding, by whom, again, they will be forwarded to the Secretary of State, marked "Chaplain General's Department" in the corner of the envelope, with such remarks on each as he may consider it necessary to make.

6. These regulations apply equally to chaplains of the Church of England and to Presbyterian chaplains; but Roman Catholic priests will send their reports direct to the officer commanding, by whom they will be transmitted to the Secretary of State for War, under cover, having the words "Roman Catholic Clergy" written at the corner.

7. Chaplains of all denominations, whether commissioned or otherwise, are to observe that the regimental and garrison day schools are no longer entrusted to their management. But it is expected that they will be zealous in the promotion and management of Sunday schools, wherein they may instruct the children of their respective congregations in the doctrines and duties of religion, and in principles of sound morality, loyalty, and obedience.—R.

B. HAWES.

QUARTERLY REPORT OF THE REV. ———.

Denomination.	Station.	No. of Men of all Ranks belonging to his Communion.	No. in Hospital, and Sick out of Hospital.	What Services are performed to each.	Average Attendance at Public Worship.	General Moral Condition.

GENERAL OBSERVATIONS.

Date ——— 185—. Signature of Chaplain ———

W. O. Circ., 111. HOME. *5th June*, 1857.

THE Secretary of State for War having been pleased to decide that chaplains of the forces and assistant chaplains shall, as a general rule, be permitted to live out of barracks, and that the following rates of lodging money, including the commuted allowance in lieu of fuel and light, shall be issued to those officers, viz.:— Lodging Fuel, an Light.

To Chaplains of the Forces, ... 4s. 6d. per diem.
To Assistant Chaplains, ... 3s. 0d. ,,

The same is notified for the information and guidance of all officers who may be concerned.

These allowances are to take effect from the 1st April, 1857, and are to be preferred monthly, on forms of the description annexed.

B. HAWES.

The Accountant General, War Office, Pall Mall, London.

To ——— Chaplain to the Forces stationed at ——— on account of Allowance in lieu of Lodgings, Fuel, and Light, during the month of ——— 185—.

Station.	Period, both days inclusive.		Number of Days.	Daily Rates, as fixed by Circular No. , dated May, 1857, viz.:— Chaplains, 4s. 6d. Assistant do. 3s. 0d.	Amount.		
	From	To			£	s.	d.

I certify upon honour, that during the whole of the above period for which the allowance in lieu of lodgings and fuel and light is claimed, I have not been furnished with a house, apartments, or quarters belonging to or rented by the Government, but that I actually provided the same at my own expense, and further, that I have not been supplied with fuel and light, in kind, during the said period.

——— Chaplain to the Forces.
Place ———
Date ———

Countersigned ——— Barrack-master at ———
Approved ——— Commanding the Garrison or Station at ———

N.B.—This claim, rendered on a whole sheet printed form of this description (obtainable by written applications addressed to the Under Secretary of State, War Office, Pall Mall, London (S.W.), giving the official number thereof), is to be made up monthly, and when certified by the claimant, countersigned by the barrack-master, and approved by the officer commanding the garrison or station, is to be transmitted to the accountant general, War Office, Pall Mall, London (S.W.), marked in the upper left-hand corner of the envelope or superscription, "Lodging Money."—A. F. L.

W. O. Circ., 283. HOME. *30th June*, 1858.

FROM the 1st July, 1858, all officiating clergymen will be paid according to the average number of officers and soldiers requiring their Officiati Chaplai

Officiating Chaplains.

spiritual superintendence during the period for which they are to be paid. Such payment shall be made in accordance with the annexed scale.

From 25 to 100 men, at the rate of 10*s.* per annum for each man.
From 101 to 300 men, at the rate of 3*s.* per annum for each man.
From 301 upwards, at the rate of 2*s.* per annum for each man.

As these rates of payment have been settled with a view to the remuneration of services actually performed, clergymen must be prepared, when required to do so by the officer commanding the troops, to officiate in barracks. If, however, the church or chapel be within a reasonable distance of the men's quarters, the troops should attend divine service with the ordinary congregation, should there be the means of providing them with proper accommodation.

The general rule is to be held binding, that unless there be present at the station 25 men of all ranks, including officers, belonging to the Church of England, the clergyman of that church there officiating shall not be entitled to any remuneration. The claims thereto of the Presbyterian and the Roman Catholic clergyman shall, in like manner, be contingent on the presence at the station of 25 officers and men belonging to their respective persuasions. The average is to be taken upon the numbers composing the force at any station on each Sunday morning during the period the clerical superintendence continues, which numbers are to be furnished by the commanding officer, upon the requisition of the clergyman of each denomination.

When the requisite accommodation in the church or chapel cannot be obtained, and a separate service is consequently necessarily performed at any station, upon the certificate of the commanding officer to this effect, and provided the numbers attending amount to 50, the following additional allowances will be granted to the clergymen of each denomination respectively:—for each separate service 10*s.*

Upon the troops being withdrawn or falling below the prescribed minimum before the end of a quarter, and upon the clergyman at such station certifying that he had been obliged to engage clerical assistance to the termination of the quarter solely on account of the troops, an allowance of 10*s.* a week will be granted to the end of such quarter.

The claims of all officiating clergymen shall, as heretofore, be made at half-yearly periods, ending 30th September and 31st March; and commanding officers are therefore required, immediately after the expiration of those periods, to furnish the clergymen with printed certificates, to be obtained from this department, instructing them to forward their claims direct to the War Department for consideration. When the certificates have been approved, an authority for the payment of the amount due will be issued to the regimental or other paymaster at the station.

The above regulations are not intended to interfere with the fixed stipends now allowed, or which hereafter may be allowed, to clergymen specially appointed to and officiating in garrisons.—A.

B. Hawes.

W. O. Circ., 436. *18th June*, 1859.

Duties.

Misapprehension having occurred on the part of some commissioned chaplains, as well as officiating clergymen to the troops, in regard to the nature and extent of the duties which are expected to be performed by them, in consideration of the remuneration which they receive from the Government, Secretary Major General Peel wishes it to be distinctly understood that this remuneration is not given as seat rent for Sunday services

ely, but as an equivalent for the ordinary ministerial duties, which include baptisms, churchings, and funerals; commissioned chaplains and officiating clergymen are, therefore, not to exact fees for the performance of any of these duties.—D. Duties.

B. HAWES.

W. O. Circ., 688.

VICTORIA R.

WHEREAS it has been found expedient to revise those parts of our Royal Warrant of 16th November, 1859, which regulate the daily rates of full and half-pay of chaplains of our army, and pensions for their widows, our will and pleasure is, that from and after this date, this our Royal Warrant, to be administered and interpreted by our Secretary of State for War, shall be the sole and standing authority upon the matters therein contained. Royal Warrant.

1. The chaplains of our army, whether belonging to the United Church of England and Ireland, or whether Presbyterian or Roman Catholic, shall be divided into four classes.

2. The daily rate of pay and allowances shall be as under, viz.:—

	Allowance for Lodgings, Fuel, and Light.	Allowance for Servants.	Other Allowances.	Allowances Abroad.
4TH CLASS. On appointment, 10*s.* a day. After 5 years' and under 10 years' service, 12*s.* 6*d.*, ...	2*s.* 3*d.* a day.	1*s.* a day at home. 1*s* 6*d.* a day abroad.	Forage for one horse if actually and necessarily kept.	Those of officers of the same relative rank.
3D CLASS. After 10 years' service, 15*s.*, ... 2D CLASS. After 15 years' service, 17*s.* 6*d.*, . . .	3*s.* a day.			
1ST CLASS. After 20 years, 20*s.*, . " 25 years, 22*s.* 6*d.*,	£100 per annum.*			

3. In cases of distinguished services, chaplains may be promoted from any class to that next above it, without reference to length of service; but in such cases, with a view to ensure the responsibility attaching to an appointment made out of the regular course of promotion, the recommendation in which the services of the officer are detailed shall be published in the General Orders of the Army, and in the Gazette in which the promotion appears. But neither in such cases, nor even on account of length of service, shall any

* But in the event of any of the officers of these ranks being already in receipt of a higher rate of allowance than that granted by this Warrant, such higher rate will, so far as the present holders are concerned, be continued to them.

Royal Warrant

chaplain be promoted, unless he be specially recommended to the Secretary of State for War by the chaplain general.

4. It is our further will and pleasure, that chaplains now serving, and now in receipt of higher rates of pay than those which are provided in the above scale, shall continue to receive such higher rates until, by service, they shall be entitled to a higher rate of pay than that which they are now receiving.

All staff chaplains who may have been already appointed under our Warrant of 1st of July, 1848, shall continue to receive such increase of pay for length of service as is prescribed by Article 47 of our said Warrant, any provision herein contained to the contrary notwithstanding.

5. The rates of half-pay shall be regulated according to the following scale, provided always that the chaplain shall have performed his duties to the satisfaction of our Secretary of State for War.

	s.	d.	
Under 5 years, ...	nil.		
5 and under 10 years' service, . . .	5	0	a day.
After 10 and under 15 years' service, . .	7	6	,,
,, 15 ,, 20 ,, . .	10	0	,,
,, 20 ,, 25 ,, . .	12	6	,,
,, 25 ,, 30 ,, . .	15	0	,,
,, 30 years, ...	17	6	,,

6. No chaplain shall be entitled to claim retirement after any period of service under twenty-five years, excepting on the ground of permanent unfitness from ill health; such unfitness to be supported by the report of a medical board.

7. The relative rank* of chaplains shall be as follows:—

Chaplain general to the forces, as major general.
Chaplains of the 1st class, as colonels.
Chaplains of the 2d class, as lieutenant colonels.
Chaplains of the 3d class, as majors.
Chaplains of the 4th class, as captains.

8. The pensions to widows of chaplains shall be at the rates granted to the widows of officers of corresponding rank.—W.

Given at our Court at St. James's this 16th day of May, 1861, in the twenty-fourth year of our reign.

By Her Majesty's Command. HERBERT.

W. O. Circ., 730.

VICTORIA R.

Distinguished Service

WHEREAS we have judged it expedient to revise that part of our Royal Warrant of the 16th day of May, 1861, which prescribes the rule under which the promotion of chaplains of our army shall be regulated, our will and pleasure is, that instead of Clause 3 of the before-mentioned Warrant, which is hereby cancelled, the following shall be adopted:—

3. In cases of distinguished services, chaplains may be promoted from any class to that next above it, without reference to length of service; but in such cases, with a view to ensure the responsibility attaching to an appointment made out of the regular course of promotion, the recommendation in which the services of the officer are detailed shall be published in the General Orders of the Army, and in the Gazette in which the promotion appears. But neither in such cases, nor even on account of length of ser-

* See RELATIVE RANK.

vice, shall any chaplain be promoted, unless his promotion be specially submitted for our approval by our Secretary of State for War.—W. Distinguished Service.

Given at our Court at St. James's this 13th day of July, 1861, in the twenty-fifth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

W. O. Circ., 742. HOME AND FOREIGN. *25th Feb.*, 1862.

SIR,—It having been deemed expedient to revise the rules which apply to the case of chaplains to the forces seeking leave of absence for the recovery of their health, I am directed by the Secretary of State for War to acquaint you that the following regulations have been adopted on this subject:— Sick Leave

1. In cases of illness, chaplains to the forces will be allowed leave of absence for such period as may be recommended by a medical board, and approved by the Secretary of State, not exceeding six months on full pay.

2. If after six months the chaplain be still unequal to his duties, a further extension of leave, not exceeding six months, may be granted to him, but in this case he shall be subject to a stoppage to the amount of half the pay to which he is entitled.

3. If at the expiration of twelve months the chaplain be still unfit for duty, his pay will cease, or his services will be dispensed with, unless he shall have served the period prescribed by the Chaplains' Warrant to entitle him to half-pay.

4. In consideration of the advantages conferred by this arrangement on the chaplains in case of ill-health, the ordinary leave granted to them when serving at home, for the purpose of relaxation, will be limited to six weeks.—A.

I have, &c., EDWARD LUGARD.

To Officers Commanding and Chaplains to the Forces.

CIVIL OFFENCES.

W. O. Circ., 799. *26th Jan.*, 1863.

Proceedi on Comm sion of C Offences.

THE Secretary of State for War deems it expedient to issue the following instructions for the guidance of commanding officers and others:—

1. All crime punishable by the civil power, the commission of which is brought to the cognizance of the commanding officer, should forthwith be notified by the commanding officer to the chief constable of the county or borough, that the same may be duly investigated by the police, and punished by the ordinary criminal tribunals of the county or borough.

2. In cases of murder, where the accused and the deceased were *both* subject to the Mutiny Act, the commanding officer should request the magistrates forthwith to transmit a copy of depositions taken before them to the Secretary of State, that the case may (if he deems it expedient that a more speedy trial of the accused should be had than the usual course of practice allows) be prepared for trial by the solicitor to the department under the jurisdiction in "Homicides Act, 1862."

3. Where commanding officers or the men under their command are made defendants in legal proceedings, whether of a civil or criminal nature, the defence thereof must be conducted upon the sole responsibility of such defendants.

4. When, in such cases, any claim is preferred to the Secretary of State for assistance in the defence, or for the reimbursement of the costs thereof, it must clearly be shown with reference to the declaration or indictment (of which a copy should be sent with the application), that the act complained of was one sanctioned by competent authority, or clearly within the prescribed course of the defendant's duty.

5. Until the Secretary of State directs the solicitor to the department to take charge of the defence or to reimburse the cost, he will incur no responsibility whatever on account thereof.—o.

EDWARD LUGARD.

CLERKS IN STAFF OFFICES.

W. O. Circ., 321. 21*st Sept.*, 1853.

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rks.

1. WITH a view to the further encouragement of good conduct in the army, and to hold out additional rewards to those non-commissioned officers and men who are capable of filling clerkships in military staff offices, the Secretary of State for War, with the concurrence of the General Commanding in Chief, has decided that such appointments at home and abroad shall, as far as possible, in future be filled from the ranks of the army under the following regulation:—

2. Classification and rates of pay:—

Non-Commissioned Officers.	On appointment, per diem.		After three years' service, per diem.	
	s.	*d.*	*s.*	*d.*
1st class, With the rank of serjeant major, and in addition to the regimental pay of serjeant of cavalry, artillery, engineers, or infantry, as the case may be, . . .	2	0	2	6
2d class, With the rank of serjeant, and in addition	1	6	2	0
3d class, to the regimental pay of serjeant, as above,	1	0	1	6
Temporary clerks, with the rank and pay they may hold in their respective corps, and in addition to regimental pay, ...	1	0	No increase.	

3. The military qualifications will be an exemplary character, with a service of not less than 7 years.

4. The educational qualifications will be:—

A good clear handwriting.

A knowledge of the ordinary rules of arithmetic, including fractions, with quickness at figures.

Writing from dictation, and writing an original letter with ease and correctness.

5. The number of established clerks, and the proportion of each class to be employed in each staff office, will be regulated from time to time by special authority of the Secretary of State; but it is to be distinctly understood, as a rule, that the employment of 1st class clerks will only be allowed in the offices of a

Deputy Adjutant General,	Assistant Military Secretary,
Deputy Quarter-master General,	Assistant Adjutant General,
Military Secretary, or	Assistant Quarter-master General;

2d and 3d class clerks to be employed in the above offices, when more than one clerk is required, and exclusively in the following offices: those of—

Inspector Generals of Cavalry and Infantry,
Major General of Foot Guards,
Brigade Major,
Deputy Assistant Adjutant General,
Deputy Assistant Quarter-master General,
Town Major,
Ordnance Select Committee,
Invalid Artillery,
Clothing Depôts Royal Artillery and Royal Engineers,

Royal Military Academy,
Engineer Instructor,
Commandant of the Military Train;

Soldier Pensio Clerks

3d class clerks only in the offices of commanding officers of artillery and engineer districts, fort majors, and fort adjutants.

Temporary clerks in either of the before-mentioned offices, in such proportions as the exigencies of the service may render necessary, and as may be sanctioned by the Secretary of State.

6. Any non-commissioned officer now serving as clerk, whose present rate of office pay is superior to the minimum of the class to which he belongs, may retain such superior rate.

7. The only deviation from the above rates will be in the case of the two senior clerks in the office of the deputy adjutant general of artillery at head-quarters, who will be considered as 1st class clerks, but permitted to retain their present rates of extra pay of 4*s.* and 3*s.* a day respectively, but without further increase.

8. Such military clerks as are holding higher rank, or are in receipt of a higher rate of regimental pay than that of serjeant of cavalry, artillery, engineers, or infantry, will be allowed to retain the same, so long as they continue to hold such appointments; but their successors will only be entitled to serjeant's pay.

9. On home service the selection of a non-commissioned officer or soldier to fill a vacant clerkship may be made by the staff officer in whose office he is to serve, with the consent of the officer commanding the regiment or corps, and under the authority of the general officer in command of the district or station, either from a regiment or corps serving at the station where the vacancy may have occurred, or from any other regiment or corps in the United Kingdom, provided the regiment or corps serving at the station cannot supply a non-commissioned officer or soldier possessing the requisite qualifications. On foreign service the selection will be similarly made from regiments or corps serving within the command; but the non-commissioned officer or soldier so selected, whether at home or abroad, must undergo a qualifying examination in the subjects above mentioned, and a probationary trial of three months; if then found fully competent to undertake the duties of the appointment, his name, in the case of a home station, must be transmitted to the War Office for final decision; in that of a foreign station, the confirmation of the appointment will rest with the general or other officer commanding at the station; but such confirmation must be duly reported to the Secretary of State.

10. A non-commissioned officer or soldier succeeding to a clerkship under this arrangement will be removed from the regiment to which he belongs, except those of the Royal Artillery and Royal Engineers, who will remain on the establishment of those corps; and such non-commissioned officer will be required to sign a declaration, according to one of the accompanying forms, of his willingness to continue to serve in Her Majesty's army until legally discharged, which declaration, together with a certified copy of the soldier's attestation, whether for limited or unlimited service, must be forwarded to the War Office.

11. The examination with reference to the qualifications required by Article 4 is to be conducted at home by a regimental or depôt paymaster and adjutant, and abroad by a paymaster or commissariat officer and an adjutant, their report declaring that the individual recommended possesses the several qualifications detailed in Article 4, specifying each distinctly, is to be transmitted to the War Office at the termination of the prescribed period of probation.

Soldier and pensioner clerks.

12. A non-commissioned officer while holding a military clerkship will be entitled to clothing as serjeant, rations (for which the usual deductions will be made), together with lodging, fuel, and light, or an allowance in lieu thereof, according to the rank attached to the class in which he may be employed.

13. The service of a soldier as clerk will be allowed to reckon towards pension as non-commissioned officer; and such soldier, if removed from his appointment for irregularity or incapacity, shall be ordered to military duty with any regiment then at the station, if abroad, or, if at home, to any regiment in the United Kingdom.

14. As the foregoing regulations embrace the several provisions contained in Circulars 1084, of the 13th January, 1851; 1110, of the 2d February, 1852; and 1241, of the 6th November, 1856, such Circulars are hereby annulled.

15. If a military clerk, on the completion of the period of service entitling him to a pension, should be desirous of obtaining his discharge, he may, on the recommendation of the general commanding at the station, and approval of the Secretary of State for War, be permitted to retain his clerkship on the scale of pay laid down herein for pensioner clerks in addition to pension; but service as a clerk subsequent to discharge will not give any claim to increase of pension.

Pensioners.

16. In the event of its being found impracticable or inconvenient to appoint a soldier clerk, a representation of the circumstances is to be transmitted for the consideration of the Secretary of State, who will then select a competent person to fill the appointment from amongst the pensioned non-commissioned officers of the army.

17. The rates of pay for pensioner clerks in military staff offices will be regulated as follows:—

	1st Class, per diem. s. d.	2d Class, per diem. s. d.	3d Class, per diem. s. d.
On first appointment and during the first five years' service, . .	5 6	4 0	2 6
After five years' service, . .	6 0	4 6	3 0
After ten years' service, . .	6 6	5 0	3 6

The regulations in Article 5, which particularize the offices in which the different classes of military clerks may be employed, is equally applicable to pensioner clerks.

Men Enlisted for Unlimited Service.

I, ——, No. ——, do declare that I am at present in Captain —— company of the ——, that I enlisted on the —— day of —— for unlimited service, that I am of the age of —— years, and that I am willing to serve in Her Majesty's army until I shall be legally discharged.

——
(Signature of the clerk.)

——
(Signature of witness.)

(Must be witnessed by a commissioned officer.)

Men enlisted for Limited Service.

I, ——, No. ——, do declare that I am at present in Captain —— company of the ——, that I enlisted on the —— day of —— for a term of —— years, that I am of the age of —— years, and that I am willing to serve in Her Majesty's army for the remainder of such term, provided my service should so long be required, and also for such further time, not exceeding

Royal Military Academy,
Engineer Instructor,
Commandant of the Military Train;

Soldier Pension Clerks.

3d class clerks only in the offices of commanding officers of artillery and engineer districts, fort majors, and fort adjutants.

Temporary clerks in either of the before-mentioned offices, in such proportions as the exigencies of the service may render necessary, and as may be sanctioned by the Secretary of State.

6. Any non-commissioned officer now serving as clerk, whose present rate of office pay is superior to the minimum of the class to which he belongs, may retain such superior rate.

7. The only deviation from the above rates will be in the case of the two senior clerks in the office of the deputy adjutant general of artillery at head-quarters, who will be considered as 1st class clerks, but permitted to retain their present rates of extra pay of 4*s.* and 3*s.* a day respectively, but without further increase.

8. Such military clerks as are holding higher rank, or are in receipt of a higher rate of regimental pay than that of serjeant of cavalry, artillery, engineers, or infantry, will be allowed to retain the same, so long as they continue to hold such appointments; but their successors will only be entitled to serjeant's pay.

9. On home service the selection of a non-commissioned officer or soldier to fill a vacant clerkship may be made by the staff officer in whose office he is to serve, with the consent of the officer commanding the regiment or corps, and under the authority of the general officer in command of the district or station, either from a regiment or corps serving at the station where the vacancy may have occurred, or from any other regiment or corps in the United Kingdom, provided the regiment or corps serving at the station cannot supply a non-commissioned officer or soldier possessing the requisite qualifications. On foreign service the selection will be similarly made from regiments or corps serving within the command; but the non-commissioned officer or soldier so selected, whether at home or abroad, must undergo a qualifying examination in the subjects above mentioned, and a probationary trial of three months; if then found fully competent to undertake the duties of the appointment, his name, in the case of a home station, must be transmitted to the War Office for final decision; in that of a foreign station, the confirmation of the appointment will rest with the general or other officer commanding at the station; but such confirmation must be duly reported to the Secretary of State.

10. A non-commissioned officer or soldier succeeding to a clerkship under this arrangement will be removed from the regiment to which he belongs, except those of the Royal Artillery and Royal Engineers, who will remain on the establishment of those corps; and such non-commissioned officer will be required to sign a declaration, according to one of the accompanying forms, of his willingness to continue to serve in Her Majesty's army until legally discharged, which declaration, together with a certified copy of the soldier's attestation, whether for limited or unlimited service, must be forwarded to the War Office.

11. The examination with reference to the qualifications required by Article 4 is to be conducted at home by a regimental or depôt paymaster and adjutant, and abroad by a paymaster or commissariat officer and an adjutant, their report declaring that the individual recommended possesses the several qualifications detailed in Article 4, specifying each distinctly, is to be transmitted to the War Office at the termination of the prescribed period of probation.

CLOTHING AND NECESSARIES.

1.—SUPPLY, PRICES, COMPENSATION, &c.

W. O. Circ., 367. *24th Dec.*, 1858.

Schoolmasters.

THE following regulations with regard to the supply of clothing to trained army schoolmasters will come into force on 1st April, 1859:—

1. The clothing for the year 1860 and for the future will not be supplied made up, but in materials.

2. Every trained army schoolmaster will for the future make an annual demand upon the authorized size roll for his clothing: from stations east of the Cape of Good Hope in April, from all other stations in June. He will at the same time ascertain and report whether the military storekeeper has a set on hand, when it was received, and for whom intended.

3. Should a schoolmaster serving abroad leave the command before the receipt of the materials, he will immediately report the circumstance to the director of stores and clothing; and, if not already despatched, they will be forwarded to the station to which he is transferred. Should they have been despatched, they will, on arrival, be received by the military storekeeper and taken on charge, but not sent after him, and another set will be despatched from England.

4. Should it appear, on the receipt of a requisition in advance, that there is a suit of clothing in store at the station, its issue to the applicant at the proper time will be authorized, less any badges to which his rank may not entitle him.

5. All materials will become due on 1st March, in order that the clothing may be made up and taken into wear on the 1st April, at whatever time the schoolmaster may have quitted the Royal Military Asylum. Those, however, who quit the Royal Military Asylum at midsummer will receive a compensation the first year in lieu of a suit, which will not be issued until the following March.

6. Schoolmasters on home stations, if ordered to the Cape of Good Hope, or stations eastward of the Cape of Good Hope, after 1st July, will take their next year's materials with them.

7. Schoolmasters ordered to any other foreign stations after 1st January will take their next year's materials with them.

8. Schoolmasters on home stations, by the monthly school reports of February, will receive their clothing materials direct in the course of March.

9. An uniform sum of 13*s.* will be allowed for making up each suit, in strict conformity with regulations—viz., 10*s.* for tunic and 3*s.* for trousers.

A further sum of 10*s.* will be allowed in compensation for one pair of boots.

A receipt for these two sums, signed by the tradesman and by the schoolmaster, and attached to the paymaster's account, will be a sufficient voucher.

10. All silk sashes will be expected for the future to last four years.

11. Deviation from the authorized pattern, by the addition of gold lace round the collar or otherwise, is strictly forbidden; but for the future the tunic will bear the badges of rank on both sides of the collar.—S.

B. HAWES.

CLERKS IN STAFF OFFICES.

W. O. Circ., 321. 21*st Sept.*, 1858.

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1. WITH a view to the further encouragement of good conduct in the army, and to hold out additional rewards to those non-commissioned officers and men who are capable of filling clerkships in military staff offices, the Secretary of State for War, with the concurrence of the General Commanding in Chief, has decided that such appointments at home and abroad shall, as far as possible, in future be filled from the ranks of the army under the following regulation:—

2. Classification and rates of pay:—

Non-Commissioned Officers.	On appointment, per diem. s.	d.	After three years' service, per diem. s.	d.
1st class, With the rank of serjeant major, and in addition to the regimental pay of serjeant of cavalry, artillery, engineers, or infantry, as the case may be, . . .	2	0	2	6
2d class, With the rank of serjeant, and in addition to the regimental pay of serjeant, as above,	1	6	2	0
3d class,	1	0	1	6
Temporary clerks, with the rank and pay they may hold in their respective corps, and in addition to regimental pay, ...	1	0	No increase.	

3. The military qualifications will be an exemplary character, with a service of not less than 7 years.

4. The educational qualifications will be:—

A good clear handwriting.

A knowledge of the ordinary rules of arithmetic, including fractions, with quickness at figures.

Writing from dictation, and writing an original letter with ease and correctness.

5. The number of established clerks, and the proportion of each class to be employed in each staff office, will be regulated from time to time by special authority of the Secretary of State; but it is to be distinctly understood, as a rule, that the employment of 1st class clerks will only be allowed in the offices of a

Deputy Adjutant General,
Deputy Quarter-master General,
Military Secretary, or
Assistant Military Secretary,
Assistant Adjutant General,
Assistant Quarter-master General;

2d and 3d class clerks to be employed in the above offices, when more than one clerk is required, and exclusively in the following offices: those of—

Inspector Generals of Cavalry and Infantry,
Major General of Foot Guards,
Brigade Major,
Deputy Assistant Adjutant General,
Deputy Assistant Quarter-master General,
Town Major,
Ordnance Select Committee,
Invalid Artillery,
Clothing Depôts Royal Artillery and Royal Engineers,

W. O. Circ., 621. HOME AND FOREIGN. 21*st Aug.*, 1860.

THE Secretary of State for War having been pleased to approve of barrack serjeants being provided with uniform at the public expense, Barrac Serjea

A description of the uniform is herewith transmitted for the information of officers concerned.

The materials for the coat and trousers will be supplied from this department, and an allowance for making them up will be granted at the following rates:—

Tunic, ...	8*s.* 6*d.*
Trousers, ...	3*s.* 0*d.*

At home stations these sums will be charged in the accounts of the barrack-master, and abroad in the accounts of the military accountant at the station.

Size rolls for caps should be furnished as early as possible, made up in manuscript, in the following form:—

Station.	Name.	Rank.	Size of Head in Inches.

In future these size rolls should be transmitted so as to arrive in this office not later than the 1st January in each year.

Barrack serjeants may provide themselves at their own expense with a shell jacket (artillery pattern) to be worn as undress, and in tropical climates two pairs of white trousers will, on application, be supplied, instead of the cloth trousers.

The Secretary of State for War will hold barrack-masters strictly responsible that the barrack serjeants always appear in uniform when on duty.

B. HAWES.

CLOTHING FOR BARRACK SERJEANTS.

Tunic.

To be made of No. 2 R. Artillery blue cloth, wool-dyed with sound indigo dye. Single-breasted, with a row of nine buttons, staff pattern, and edged with scarlet cloth down the front and round the bottom of the skirt.

Collar of scarlet cloth, two inches deep, rounded off in front, fastened with a hook and eye.

To have a pocket of black twilled cotton.

Sleeves to be lined with white calico, with an opening at the wrist four inches long, with two small buttons.

Body to be lined with white serge, and the skirts with black shalloon.

The tunics for *superior barrack serjeants* to have a four-bar gold chevron with crown on right arm. Lace, artillery pattern.

The tunic for *barrack serjeants* to have a three-bar gold chevron on right arm.

Jacket.

To be made of the same cloth as the tunic, single-breasted; to have ten buttons down the front, and two on each sleeve.

Collar of scarlet cloth, two inches deep, and rounded off in front, with hook and eye.

Body to be lined with white serge; sleeves to be lined with white calico.

Trousers.

Barrack Serjeants.

To be made of Oxford gray cloth, with scarlet welt, quarter of an inch broad, same quality as worn by serjeants of the line.

Button fly to be lined with brown holland.

Button-hole fly to be lined with black linen.

Waistband lining to be of brown holland.

Pockets of dark jean.

Greatcoat.

To be made of blue cloth, with collar and cuffs of scarlet.

Collar three inches deep.

Cuffs 7¼ inches deep.

Pockets to be made of black twill cotton.

Sleeves to be lined with brown linen.

Body to be lined with black shalloon.

To have five buttons down the front and four behind, of small brass staff pattern.

The cape to be made of the same cloth as the coat, lined with black shalloon, and to be sewed to the coat.

Forage Cap.

To be made of blue cloth, with band of scarlet 2⅝ inches deep, and the letters B. S. embroidered in gold in front, with black netted button on crown.

Peak and chin strap.

The cap to be same quality as worn by staff serjeants of line regiments.—B.

W. O. Circ., 636. HOME AND FOREIGN. *20th Oct.*, 1860.

Barrack Serjeants.

WITH reference to the Circular No. 621, dated 21st August last, barrack-masters are informed that the band of scarlet cloth on the caps of barrack serjeants should be 1⅝ inch in depth, and not 2⅝ inches as therein stated.—B.

B. HAWES.

H. G. Circ. Mem., 82. CAVALRY. *26th Oct.*, 1860.

Cavalry Numnahs

NUMNAHS being now supplied to cavalry regiments by the Government, and being no longer articles of necessaries kept up at the expense of the dragoon, the General Commanding in Chief has been pleased, in concurrence with the Secretary of State for War, to decide that for the future numnahs shall be issued in the proportion of one for each horse only; and officers commanding regiments of cavalry and cavalry depôts are accordingly requested to transmit to the War Office returns showing the number of numnahs thus rendered surplus, and what portion thereof will be required to meet the annual demands for the coming year.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 671. HOME AND FOREIGN. *30th March*, 1861.

Barrack Serjeants.

WITH reference to the Circular Memorandum of the 21st August last, No. 621, authorizing the provision at the public expense of an uniform for superior barrack serjeants and barrack serjeants, barrack-masters are informed that all claims in lieu of such clothing will be dealt with at the following rates:—

Superior Barrack Serjeants.	Annual Rates. £	s.	d.
Tunic (to last one year),	1	9	6
Trousers, one pair (to last one year),	0	12	0
Cap (to last two years),	0	2	6
Boots (one pair annually),	0	10	0
Barrack Serjeants.			
Tunic (to last one year),	1	6	0
Trousers,	0	12	0
Cap (to last two years),	0	2	6
Boots (one pair annually),	0	10	0

Barrack Serjean

The clothing recently issued should be made to last till the 31st March, 1862, with the exception of the cap, which is to last two years. Compensation (computed at the above rates) will be granted from the date of the Circular of 21st August, 1860, authorizing the supply of the clothing, to the 31st March, 1861, and is to be charged in the accounts without further reference to this office.

Compensation is not to be reckoned for any period less than one month.—B.

B. HAWES.

H. G. Circ. Mem., 122. 1*st April*, 1861.

Cavalry Necessa

HIS Royal Highness the General Commanding in Chief, with the concurrence of the Secretary of State for War, has decided that, from the 1st of April, 1861, the following alterations shall be made in the issues of cavalry necessaries and articles of equipment:—

The present pattern cavalry corn bag is to be discontinued.

The cavalry corn sack will be issued by the quarter-master general as heretofore.

The Military Train is to continue the use of the two bushel corn bag and five bushel corn sack (artillery pattern).

A canvas nose bag, to last three years, except when in camp or on service (in which case unserviceable ones may be cast, when necessary, by a board of officers), will be issued at the public expense for each horse—to be used both as nose bag and corn bag.

Curry combs, horse brushes, and scissors are discontinued as articles of necessaries, and will in future be issued for each set of saddlery; the two former articles to be renewed annually—the scissors to last five years.

One piece of sponge (water) per horse will be supplied annually to cavalry and Cape mounted riflemen; two pieces annually to Military Train.

The following articles will in future be issued to each recruit, and will be renewed at the public expense after the periods stated, if cast at the annual inspection, viz.:—one pair of spurs, to last five years (the rowels to be renewed, when necessary, at the expense of the men); one turnscrew, with hoofpicker combined, to last three years.

It is to be distinctly understood that if any of the foregoing articles become unserviceable, from loss or neglect, in less than the prescribed periods, they are to be made good at the expense of the men; and with a view to the proper amount of damage being assessed in each case, a list of the prices of the several articles is subjoined:—

	s.	d.	
Sponge, water (Artillery pattern),	1	8	per piece.
Turnscrew, with hoofpicker combined,	0	4½	each.
Scissors, pair of	0	6	,,

avalry ecessaries.

	s.	d.	
Corn bag, used as nose bag,	0	10	each.
Spurs (Cavalry pattern),	1	9	per pair.
Corn bag, two bushel (for Artillery and Military Train),	1	6	each.
Corn sack, five bushel, do.	1	6	,,
Brush, horse	3	0	,,
Comb, curry	0	5½	,,

Officers commanding will accordingly not issue, after the 31st March, 1861, the articles in question which may have been received from Government stores as articles of necessaries, but they are to be issued after that date to recruits as articles of *equipment*, until the supply in store is exhausted.

Dubbing will in future be supplied on requisition to the War Office at the rate of two cwt. per annum for each cavalry regiment.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 720. HOME AND FOREIGN. 16*th Oct.*, 1861.

ompensa-ion on Discharge.

SECRETARY SIR GEORGE LEWIS, having had under consideration the system at present pursued in the settlement of claims of discharged men for compensation in lieu of clothing, has decided that all such claims shall in future be adjusted prior to the men receiving their discharge, either at the depôts of their regiments or at the invalid depôt.

Officers commanding regiments and corps at home, abroad, and in India, have been accordingly directed to send home, with the other documents which are required to accompany a soldier transferred to another corps or to the invalid depôt, a return (W. O. F. 32), a copy of which is annexed, carefully filled up and certified by them.

Upon receipt of this document, paymasters are authorized to act upon the information therein given, and to settle each man's claim for compensation up to the day of his discharge, without special reference to this office, as heretofore; and should any man on arrival be transferred to another regiment or depôt for discharge or otherwise, an extract of the return alluded to, showing the state of his clothing accounts, should be invariably sent with him.

The amount paid should be charged in the paymaster's accounts under Vote 9, item 46, supported by the return and the receipt of the man to whom compensation has been paid. B. HAWES.

—— Regiment of ——. W. O. FORM, 32.

RETURN of Men proceeding from —— to the ——, showing the Articles of Clothing issued to ——, or the Amount of Compensation paid in lieu thereof, for the year 18—.

Station, ——, day of ——, 18—.

Regimental No.	Rank and Name.	Articles of Clothing issued for the year 18—.							Compensation paid in lieu of Clothing.	Date to which Clothing has been issued or Compensation paid.	Signature of the Soldier.
		Shako.	Tunics.	Trous.	Boots.						

——, Quarter-master.
——, Commanding —— Regiment of ——.

Ex.—Officers commanding will be careful to render this return with all men transferred to other corps, to the invalid depôt, or to or from the depôts.—D. Compensation on Discharge

V. O. Circ., 750, (*Ext.*) HOME AND FOREIGN. 31*st March*, 1862.

"WITH reference to that portion of the Circular No. 740, dated 14th February, 1862, which relates to the clothing of military store clerks:" Military Store Clerk

"The clothing will be issued made up complete, with the exception of the boots, for the provision of which an allowance of 15*s.* per man will be granted; the amount should be charged in the accounts of the station for the quarter ending the 30th June in each year, vouched by the authority in original, and by the receipt of the military store clerk to whom the allowance has been paid."

To Military Store Officers in Charge. J. CRAWFORD CAFFIN.

W. O. FORM, 1224.

REQUISITION for CLOTHING for —— Class Military Store Clerk ——, stationed at ——, in the year 186—.

Date, ——, 186—.

	Tunic.	Trousers.	Cap, to last two years.	Greatcoat, to last 5 years.	Boots, Wellington, 15*s.* in lieu.
Articles now required, ...					
Year for which the articles were last received, ...	18—	18—	18—	18—	18—
Station where the Military Store Clerk received the last Supplies, . .	——				

N.B.—Size Roll annexed.

Signature of Military Store Officer, ——.

The Under Secretary of State for War, War Office,
Clothing. *Pall Mall, S. W.*

SIZE ROLL of CLOTHING required for —— Class Military Store Clerk ——, stationed at ——, for the year ——.

TUNIC MEASUREMENT.										
Length to Waist from Collar behind.	Length of Skirt.	Length from centre of Back to Elbow.	Length from Elbow to Hand.	Round the Arm at top.	Round the Elbow.	Round the Wrist.	Length of Collar.	Depth of Collar.	Round the Breast.	Round the Waist.

Military Store Clerks.

Height.		Trousers Measurement.							Cap Measure.
Feet.	Inches.	Leg Seam.	Side Seam.	Round the Waist.	Round the Hips.	Round thick of Thigh.	Round the Knee.	Round the Bottom.	Inches Round the Head.

M. Signature of Military Store Officer, ——.

W. O. Circ., 786. 18*th Sept.*, 1862.

Making up Cavalry Clothing.

Sir,—With reference to the Circular No. 5, of the 1st October, 1856, authorizing certain charges for making up clothing in cavalry regiments, I am directed by Secretary Sir George Lewis to state, that from this date the prices hereafter named can only be admitted for making up the clothing of the regiment under your command.

I have, &c. Edward Lugard.

To Officer Commanding the ——Regiment of Cavalry.

List of Prices Allowed for Making up Cavalry Clothing.

Heavy Cavalry.

Description of Garments.	Amount.	
Tunic, Serjeant Major's, and all other Staff Serjeants',	12*s.*	0*d.*
Jacket, do. do. do.	7	6
Overalls, do. do. do. cloth, strapped, and leather booted,	7	6
Overalls, cloth, strapped, unbooted,	6	6
Overalls, plain, no strappings nor bootings,	5	6
Tunics, Serjeant's,	5	6
Jacket, do.	4	0
Tunic, Private's,	5	0
Jacket, do.	3	6
Overalls, Serjeant's and Private's, cloth, strapped, and leather booted,	5	6
Overalls, Serjeant's and Private's, cloth, strapped, unbooted,	4	6
Overalls, Serjeant's and Private's, plain, no strapping or bootings,	3	6

Lancers.

Tunic, Serjeant Major's, and all other Staff Serjeants',	14	0
Jacket, do. do. do.	7	6
Overalls, do. do. do. cloth, strapped, and leather booted,	7	6
Overalls, cloth, strapped, unbooted,	6	6
Overalls, plain, no strapping nor bootings,	5	6
Tunic, Serjeant's,	7	6
Jacket, do.	4	0
Tunic, Private's,	7	0
Jacket, do.	3	6
Overalls, Serjeant's and Private's, cloth, strapped, and leather booted,	5	6
Overalls, Serjeant's and Private's, cloth, strapped, unbooted,	4	6
Overalls, Serjeant's and Private's, plain, no strappings nor bootings,	3	6

Hussars.

Description of Garments.	Amount	
Tunic, Serjeant Major's, and all other Staff Serjeants',	16*s.*	0*d.*
Jacket, do. do. do.	8	6
Overalls, Serjeant Major's, and all other Staff Serjeants', cloth, strapped, and leather booted,	6	6
Overalls, cloth, strapped, unbooted,	5	6
Overalls, plain, no strapping nor bootings,	4	6
Tunic, Serjeant's,	7	6
Jacket do.	4	0
Tunic, Private's,	7	0
Jacket, do.	3	6
Overalls, Serjeant's and Private's, cloth, strapped, and leather booted,	5	6
Overalls, Serjeant's and Private's, cloth, strapped, unbooted,	4	6
Overalls, Serjeant's and Private's, plain, no strapping nor booting,	3	6

Making Cavalry Clothing

C.

W. O. Circ., 789. *24th Oct.*, 1862.

SIR,—Referring to the Circular Memorandum from this office dated the 27th September, 1858, No. 325, sanctioning the payment of £3 3*s.* to men re-enlisting in the infantry, and of £6 12*s.* to men re-enlisting in the cavalry, as commutation in lieu of a free kit, I am directed by Secretary Sir George Lewis to state that for the future the rates allowed to men re-enlisting after the expiration of their first period of service, and who are provided with a complete kit, will be as follows :— Compensation on re-engagement

	£	*s.*	*d.*
Heavy Cavalry,	3	12	6
Hussars,	3	9	0
Lancers,	3	12	6
Mounted Artillery,	3	11	0
Mounted Engineers,	3	12	0
Military Train,	3	4	0
Foot Artillery,	3	3	0
Engineers,	3	2	6
Infantry of the Line, Rifle, and Colonial Regiments, excepting West India Regiments,	2	0	0
Highland Regiments wearing Trews,	1	12	0
Highland Regiments wearing Kilts,	2	9	0
Commissariat Staff Corps,	2	18	0
West India Regiments,	2	0	0

R. I have, &c. EDWARD LUGARD.

The Officer Commanding ——.

W. O. Circ., 792. *12th Nov.*, 1862.

SIR,—I have the honour, by direction of the Secretary of State for War, to transmit, for your information and guidance, a copy of Her Majesty's Warrant of the 10th ultimo, establishing regulations for the provision of clothing and necessaries for the army. Royal Warrant

I have, &c. EDWARD LUGARD.

To Officers Commanding Regiments, Depôts, Depôt Battalions, &c.

VICTORIA R.

Whereas it has been found expedient to revise the several warrants regarding the provision of clothing and necessaries for our army, our will

Royal Warrant.

and pleasure is, that, from and after the date hereof, these our Royal Warrant and Regulations,* to be administered and interpreted by one of our Principal Secretaries of State, shall be the sole and standing authority upon all matters therein contained, saving and excepting all matters relating to the clothing and necessaries of such part of our army as may be stationed in our East Indian territories.—W.

Given at our Court at St James's the tenth day of October, 1862, in the twenty-sixth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

W. O. Circ., 797. HOME AND FOREIGN. *27th Dec.*, 1862.

Military Store Clerks.

THE store officers in charge are informed, by direction of Secretary Sir George Lewis, with reference to paragraph 27 of the Royal Clothing Warrant dated the 10th of October last, that a cloak will in future be issued for military store clerks, to last ten years, instead of the greatcoat named in the above-mentioned paragraph.—M.

To the Superintendents of Stores. J. C. CAFFIN.

W. O. Circ., 810. HOME AND FOREIGN. *6th March*, 1863.

Requisitions for Necessaries.

SIR,—I am directed by Secretary Sir George Lewis to direct your attention to the following scales of sizes for shirts, drawers, braces, hose, and socks, and to request that requisitions may in future be made accordingly.

For Shirts, Drawers, and Braces.

Height 5 ft. 7 ins. and under,	No. 1 size.
,, 5 ft. 7 ins. to 5 ft. 10 ins.,	,, 2 ,,
,, Over 5 ft. 10 ins.,	,, 3 ,,

For Hose and Socks.

Boot Sizes.	Hose and Socks.
5 size and under,	No. 1, Small Men's.
7 ,, ,,	,, 2, Slender Men's.
9 ,, ,,	,, 3, Men's.
Over 9 size,	,, 4, Outside Men's.

The Officer Commanding ——. I have, &c. EDWARD LUGARD.

N.

W. O. Circ., 827. FOREIGN. *5th June*, 1863.

Forwarding Clothing.

SIR,—I am directed by the Secretary of State for War to inform you, with reference to paragraph 46 of the Clothing Warrant dated the 16th day of October, 1862, that clothing required to be sent from head-quarters of regiments to detachments at out-stations should in the colonies be forwarded through the Commissariat Department.—C.

I have, &c. EDWARD LUGARD.

To General and other Officers Commanding Abroad.

W. O. Circ., 837. HOME AND FOREIGN (NOT INDIA). *29th Sept.*, 1863.

Tradesmen's Accounts.

SIR,—With reference to paragraphs 91-99 of the Royal Clothing Warrant dated the 10th of October last, I am directed by Earl de Grey and Ripon to remind you that, in accordance with Circular No. 801 (1083), dated

* The regulations attached to this warrant will be found in an appendix at the end of the book.

the 31st of January last, all tradesmen's necessaries in possession of the depôts or regiment under your command should be used up before any articles of the same denomination are issued on repayment from supplies made by this department. Tradesmen's Accounts.

I have to request that, on the 1st of April next, you will transmit to this office, in duplicate, two statements in accordance with the annexed form, one showing the articles of necessaries the property of tradesmen, and the other the materials for making up clothing, then remaining in possession of the depôts or regiment, also the property of tradesmen, and that you will retain the articles in store till the receipt of further instructions, when the Secretary of State will take the necessary steps for relieving you of the balance.

I have to add that all outstanding remittances should be completed, and the tradesmen's accounts settled as far as lies in your power before the statements are sent to this office, and that the Secretary of State cannot hold himself responsible for any money balances due to the regimental tradesmen over and above the value of the articles enumerated in the statements, or for any supplies obtained from them subsequent to the date of this circular.

I have, &c. EDWARD LUGARD.

To Officers Commanding Depôts and Regiments.

(*To be made out in Manuscript.*)

ARTICLES IN STORE THE PROPERTY OF TRADESMEN.

Tradesmen's Names and Addresses.	Date of Order to Supply.	ARTICLES.	Number.	Rate.	Value. £ s. d.

£ s. d.

Due to Messrs. . .
Do. to ,, . .
Do. to ,, . .
} Total value £ _____

I do hereby certify, on honour, that the above articles were all ordered before the date of War Office Circular 837, viz., 29th September, 1863, and that the prices are those which I have been hitherto paying to the regimental tradesmen.—N.

(Signed) ——, Officer Commanding.

W. O. Circ., 853. HOME AND FOREIGN (NOT INDIA). *3d March*, 1864.

THE accompanying list of prices is transmitted for future guidance in the issue of necessaries on payment, and on and after the 1st April next they will supersede the prices promulgated in War Office Circular No. 801, dated 31st January, 1863. Prices of Necessaries and Sea Ditto.

In the event of any articles other than those here detailed being required on payment, a separate requisition should be forwarded for such articles, which should not be included in the annual account of free kits and regimental necessaries, and for which payment will be required during the quarter in which they are received, or (in the event of their being received during the last month of the quarter) in the succeeding quarter.

EDWARD LUGARD.

Prices of Necessaries
nd Sea
Ditto.

PRICES OF NECESSARIES.

	Royal Engineers.	Royal Artillery.	Dragoons.	Lancers.	Hussars.	Foot Guards.	Infantry of the Line.	Rifle Corps.	Zouave Corps.	Military Train.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Bag, Brush,	0 8¼	0 8¼	..	..	..	..	..	..	..	0 8¼
Do., Shaving,	0 1¾	0 1¾	..	..	..	..	..	..	..	0 1¾
Do., Stable,	0 10½	0 10½	0 8	0 8	0 8	..	..	..	..	0 8
Do., Waterproof (without hook),	6 0	6 0	..	..	..	..	..	..	..	..
Blacking, Tin of,	0 2¼	0 2¼	0 2¼	0 2¼	0 2¼	0 2¼	0 2¼	0 2¼	0 2¼	0 2¼
Braces, Pair of,	0 11	0 11	0 11	0 11	0 11	0 11	0 11	0 11	0 11	0 11
Ball, Brass,	0 1½	0 1½	0 1½	0 1½	0 1½	..	..	..	..	0 1½
Brush, Brass,	0 6¾	0 6¾	0 6¾	0 6¾	0 6¾	0 6¾	0 6¾	..	0 6¾	0 6¾
Do., Clothes,	0 10¾	0 10¾	0 10¾	0 10¾	0 10¾	0 10¾	0 10¾	0 10¾	0 10¾	0 10¾
Do., Hair,	0 11½	0 11½	0 11½	0 11½	0 11½	..	..	..	..	0 11½
Do., Lace,	..	..	0 4	0 4	0 4	..	..	..	..	0 4
Do., Shaving,	0 3½	0 3½	0 3½	0 3½	0 3½	0 3½	0 3½	0 3½	0 3½	0 3½
Do., Blacking,	0 4	0 4	0 4	0 4	0 4	0 4	0 4	0 4	0 4	0 4
Do., Hard,	0 10¼	0 10¼	..	..	..	..	..	..	..	0 10¼
Do., Polishing,	0 10	0 10	0 10	0 10	0 10	0 10	0 10	0 10	0 10	0 10
Bugle, Brass (for Light Infantry Corps),	..	..	..	..	..	..	0 0¼	..	..	..
Button Holder, Brass,	0 1¾	0 1¾	0 1¾	0 1¾	0 1¾	0 1¾	0 1¾	0 1¾	0 1¾	0 1¾
Can of Oil,	0 6¼	0 6¼	0 6¼	0 6¼	0 6¼	..	..	..	..	0 6¼
Cap, Forage (without tuft),*	1 10½	1 10½	..	1 6¾	..	..	1 5¼	1 6¼	..	1 10
Case, Plume,	0 1¾	0 1¾	0 3½	0 1¾	0 2¼	..	..	..	..	0 1¾
Comb,	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½
Cover, Mess Tin,	0 5½	0 5½	..	..	..	0 5½	0 5½	0 5½	0 5½	..
Drawers, Cotton, Pair of,	5 1¾	5 1¾	5 1¾	5 1¾	5 1¾	..	..	..	..	5 1¾
Fez, without Tassel,	..	..	..	..	..	..	..	..	5 0¾	..
Fork,	0 2	0 2	0 2	0 2	0 2	0 2	0 2	0 2	0 2	0 2
Gaiters, Pair of,	..	..	..	..	..	..	..	..	1 3¾	..
Gauntlets, Pair of,	..	..	5 3	5 3	..	..	..	..	..	..
Girdle,	..	..	..	1 8¾	..	..	..	..	..	..
Gloves, Pair of,	2 7	2 7	..	..	2 7	..	..	..	..	2 7
Grenade, Brass (for Fusilier Regiments),	..	..	..	..	..	..	0 0½	..	..	..

* See also last page of the circular.

PRICES OF NECESSARIES—*continued.*

	Royal Engineers.	Royal Artillery.	Dragoons.	Lancers.	Hussars.	Foot Guards.	Infantry of the Line.	Rifle Corps.	Zouave Corps.	Military Train.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Holdall,	0 5	0 5	0 5	0 5	0 5	0 5	0 5	0 5	0 5	0 5
Hook for Waterproof Bag,	0 0½	0 0½	...	...	...	...	...	...	...	...
Initial for Forage Cap,	...	...	...	...	...	...	...	...	...	0 1½
Jacket, Fatigue, made up,	14 10½	14 2	...	...	...	...	9 10½	11 0	...	...
Do. do. in material,	12 0	11 3½	...	...	...	...	8 10½	9 0	...	...
Jacket, Stable, made up,	...	...	16 0¾	17 2½	16 0¾	...	...	...	...	13 0½
Do. do. in material,	...	...	13 9½	14 11	13 9½	...	...	...	...	10 11½
Knapsack (without slings or straps),	4 10¾	4 8½	...	...	...	4 10¾	4 10¾	4 8½	4 10¾	...
Knife, Clasp,	0 7½	0 7½	...	...	...	...	...	...	...	0 7½
Do. Table,	0 2¾	0 2¾	0 2¾	0 2¾	0 2¾	0 2¾	0 2¾	0 2¾	0 2¾	0 4½
Mess Tin,	1 2½	1 2½	1 4½	1 4½	1 4½	1 2½	1 2½	1 2½	1 2½	1 4½
Mitts, pair of,	...	...	...	...	...	0 11½	0 11½	0 11½	...	...
Numeral, Brass,	...	...	...	...	...	...	0 0½	...	...	0 0½
Razor and Case,	0 4¾	0 4¾	0 4¾	0 4¾	0 4¾	0 4¾	0 4¾	0 4¾	0 4¾	0 4¾
Rubber, Horse,	0 8½	0 8½	0 8½	0 8½	0 8½	...	...	...	...	0 8½
Shirt, Cotton,	4 3½	4 3½	4 3½	4 3½	4 3½	4 3½	4 3½	4 3½	1 10	4 3½
Do. Flannel,	4 8½	4 8½	4 8½	4 8½	4 8½	4 8½	4 8½	4 8½	...	4 8½
Slings for Knapsack,	1 3½	1 4½	...	...	...	1 3½	1 3½	1 4½	1 3½	...
Soap, piece of,*	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½
Socks, Worsted, pair of,	1 0½	1 0½	1 0½	1 0½	1 0½	1 0½	1 0½	1 0½	...	1 0½
Sponge,	0 9	0 9	0 9	0 9	0 9	0 9	0 9	...	0 9	0 9
Spoon,	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½	0 2½
Stock,	0 5½	0 5½	0 5½	0 5½	0 5½	0 5½	0 5½	0 5½	...	0 5½
Stockings, Cotton, pair of,	...	...	...	...	...	...	...	...	1 10½	...
Strap, Chin, for Forage Cap,	0 1	0 1	0 1	0 1	0 1	0 1	0 1	0 1	...	0 1
Do. Greatcoat, pair of,	1 0½	0 10	...	...	...	2 1½	1 0½	0 10	1 0½	...
Do. Mess Tin,	0 3½	0 2½	0 2½	0 2½	0 2½	0 3½	0 3½	0 2½	0 3½	0 2½
Do. Valise (single),	0 6½	0 6½	0 6½	0 6½	0 6½	...	...	...	...	0 6½
Tassel for Fez,	...	...	...	...	...	...	...	...	...	...
Towel,	0 9½	0 9½	0 9½	0 9½	0 9½	0 9½	0 9½	0 9½	0 9½	0 9½
Trousers, Stable, made up,	11 1	13 9	4 11	4 11	4 11	...	...	...	...	13 10
Do. Do. in material,	9 11	12 7½	3 10½	3 10½	3 10½	...	...	...	...	12 8½
Tuft for Forage Cap,	...	...	...	...	...	...	0 2½	0 2½	...	...
Valise,†	10 5	10 5	...	...	...	...	...	...	...	10 5
Vest, Flannel,	2 1½	3 7	3 7	3 7	3 7	...	...	...	...	3 7
Waistcoat, with sleeves,	...	...	...	...	...	...	...	...	7 0	...

* See also next page.

† See W. O. Circ. Mem., 52, 10th Hussars.—201 post.

Prices of Necessaries and Size Data.

CLOTHING AND NECESSARIES—1.

Miscellaneous Articles.

	s.	d.
Forage Caps—		
2d Dragoons,	1	6¼
11th Hussars, } 15th Hussars, }	1	9
Other Cavalry Regiments,	1	6¼
Grenadier Guards, } Coldstream Guards, }	2	6¼
Scots Fusilier Guards,	2	10½
Valises—		
1st to 5th Dragoon Guards,	10	5
6th " "	10	8
7th " "	10	5
1st Dragoons, } 2d " } 6th " }	10	2¾
5th Lancers, } 9th " }	10	5
12th " } 16th " } 17th " }	10	8
Valises—*continued.*		
3d Hussars, } 4th " } 7th " } 8th " }	10	5
10th " } 11th " } 13th " } 14th " } 15th " } 18th " } 19th " } 20th " } 21st " }	10	8
Tassel for Fez—		
1st West India Regiment, } 2d " " } 3d " " } 4th " " } 5th " " }	0	11
	1	0

Sea Kit Necessaries.

		s.	d.
Blacking, Tin of,		0	2
Housewife,		0	9
Neckerchief,		1	0
Canvas Frock,		5	3
" Trousers,		4	2½
Check Shirt,		2	10½
Pipeclay, Piece of,	per dozen	0	5
Cotton Socks, Pair of,		0	10½
Marine Soap,	per lb.	0	2¼
Yellow Soap,	per lb.	0	2
Scrubbing Brush,		0	[illegible]
Quart Tin Pot,		0	[illegible]
Kit Bag,		1	[illegible]
Shoes, Pair of,		5	[illegible]
Clasp Knife,		0	[illegible]
Flannel Belt,		1	[illegible]
Serjeants' Chevrons for Canvas Frocks,		0	[illegible]

N.S.

W. O. Circ., 860. HOME AND FOREIGN. *9th May*, 1864.

rack labourers.

THE Secretary of State for War has been pleased to approve of barrack labourers *permanently employed* being provided at the public expense with the following articles:—

Jacket,	Moleskin, 1	Annually.	Cap, . . . 1 } Annually
Waistcoat,	do., 1		Boots, Ankle, pair, 1
Trousers, pairs,	do., 1		
Greatcoat, ...			1 Every five years

At foreign stations other articles will be substituted for those in the above list which may not be suited to the climates of those stations.

The barrack-master will send in an immediate requisition and size roll on annexed forms, and as thereon directed, for the permanent labourers under his orders, and will transmit similar requisitions and size rolls annually in future at the same time, but on separate forms, as those for the clothing of barrack serjeants, and at the periods laid down in Article 40 of the Royal Warrant for Clothing dated 10th October, 1862.

The labourers will not be allowed to take their clothing with them, in the event of their being discharged before it has been worn the regulated period; they must return it into store for issue to their successors.

The Secretary of State will hold barrack-masters strictly responsible that they always wear, when on duty, the dress provided for them.

EDWARD LUGARD.

Station, ——. Requisition for Clothing for the year ——. Date, ——.

These Columns to be left blank.			Articles.	Number of Articles in Store available for Issue on the 1st April, 18—.	Number or Quantity now required.	These Columns to be left blank.					
Bales.	Casks.	Cases.									
			Jackets, Moleskin, ... Waistcoats, do., ... Trousers, pairs, do., ... Greatcoats, ... To be forwarded in triplicate (3 copies), and the Size Roll on back to be carefully filled in. Caps and Boots to be included in a separate requisition.								

Size Roll for Clothing of Barrack Labourers.

Names.	Height.		For Jacket—Measures to be taken under Waistcoat.				Waistcoat—Measured under Waistcoat.				Trousers.			Remarks.
	Feet.	Ins.	Breast. Inches.	Waist. Inches.	Length of Back. Inches.	Length of Sleeve. Inches.	Breast. Inches.	Waist. Inches.	Length of Sleeve. Inches.	Length of Breast. Inches.	Waist.	Breech.	Length of Leg Seam.	

When Greatcoats *only* are required, the height, breast, and waist to be given.

Barrack Labourers.

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ourers.

BARRACK LABOURERS.

Requisition for Caps and Boots for the year ——.

Station, ——. Date, ——.

These Columns to be left blank.			ARTICLES.	Number of Articles in Store available for Issue on the 1st of April, 18—.	Numbers now required.	These Columns to be left blank.				
Bales.	Casks.	Cases.								
			Caps, ...							
			Boots, Ankle, pairs, . .							
			To be forwarded in duplicate (2 copies), and the Size Rolls on back to be carefully filled in. Jackets, Waistcoats, Trousers, and Greatcoats to be included in a separate requisition.							

SIZE ROLL FOR BOOTS.

Sizes, . .	4	5	6	7	8	9	10	11	12	13	14	Total.
No. of Pairs of each size required.												

SIZE ROLL FOR CAPS.

Circumference of Head in Inches.	19	19½	20	20½	21	21½	22	22½	23	23½	24	Total.
No. of Caps of each size required.												

B.

W. O. Circ., Mem., 52—10*th Hussars*, 201. *May*, 1864.

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WITH reference to the War Office Circular dated the 3d March last, No. 853, it is to be understood that the sum of twopence halfpenny (2½*d.*) given therein as the price of soap, is the price of a pound of that article, and that the price of a piece of soap as issued to a recruit with his free kit is three farthings, (¾*d.*)

Each three-pound bar of soap should be divided into twelve pieces, and the price of each piece will be three farthings, (¼*d.*)

As soap decreases in weight by keeping, but increases in value, it is not necessary that each piece should weigh exactly one quarter of a pound.—N.

EDWARD LUGARD.

H. G. Circ. Mem., 303. 25*th June*, 1864.

AT HOME AND ABROAD (NOT INDIA).

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IT having come to the knowledge of the Field Marshal Commanding in Chief that some of the detachments of the Army Hospital Corps serving at out-stations have not yet received their clothing for the present year, His Royal Highness desires officers commanding regiments, or depôt battalions to which these detachments are attached, to see that the clothing may in future be applied for and fitted in time to allow of its being issued to the men at the regulated period.—A.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

CLOTHING AND NECESSARIES.

2.—MISCELLANEOUS REGULATIONS.

W. O. Circ., 66. 11*th March*, 1857.

Articles of Public Property.

SIR,—As there appears to be some doubt regarding the ownership of certain articles of public property which formerly belonged to the colonel of the regiment, I have the honour, by direction of the Secretary of State for War, to inform you that the allowance granted to colonels by Her Majesty's Warrant of the 21st June, 1855, in lieu of off-reckonings, was meant as compensation for the profits hitherto realized by them in providing the clothing, &c., and that, therefore, from that date, all articles which were the property of the colonel become the property of the public.—P.

I have, &c. B. HAWES.

The Officer Commanding.

W. O. Circ., 359. 17*th Dec.*, 1858.

Clothing Rolls of Depôts Transferred.

SIR,—With a view to avoid a recurrence of the discrepancies and irregularities which have hitherto appeared in the nominal clothing rolls of depôts attached to different depôt battalions in succession, I am directed by Secretary Major General Peel to request that, on and after the receipt of this circular, should any depôt attached to the depôt battalion under your command be ordered to join another depôt battalion, you will immediately transmit to this office a nominal clothing roll for the depôt up to the date of its departure, a duplicate of the roll being at the same time forwarded to the officer commanding the depôt battalion to which the depôt may have been transferred.—D.

I have, &c. B. HAWES.

Officer Commanding Depôt Battalion.

H. G. Circ. Mem., 37. AT HOME AND ABROAD. 23*rd May*, 1860.

Boards of Survey.

THE Secretary of State for War having represented that considerable inconvenience and expense have been found to arise from military store officers having to attend boards of surveys at stations distant from their own, under the provisions of the Circular Memorandum dated Horse Guards, 5th December, 1859, General Number 203, His Royal Highness the General Commanding in Chief desires that, in future, general or other officers commanding may call upon the *barrack-masters*, at those stations where there is no military storekeeper on the spot, to attend the surveys in question.—B.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 51. AT HOME. 17*th July*, 1860.

Cavalry Plumes and Cap Covers

HIS Royal Highness the General Commanding in Chief is pleased to order that the heavy and light cavalry of the line, Royal Artillery, and Royal Engineers shall at all times wear their plumes.

Cap covers are never to be worn on parade, but may be worn by light cavalry on guard, or on the march, in wet weather.

The plume cases are for the preservation of the plume, when not in use, only.—C.P. By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 107. AT HOME AND ABROAD. 20*th Feb.*, 1861.

ards of rvey.

HIS Royal Highness the General Commanding in Chief directs, that whenever regimental boards of inspection find it necessary to reject any articles issued from Government stores, either on account of damage received in transit or of inferiority to pattern, it is to be understood that such articles are not to be considered as finally rejected.

The officer convening the board will make a reference on the subject to the senior officer at the station, who, after making such inquiry or personal inspection as he may think fit, will, in the case of regiments at home, refer the report, with his opinion, to the Adjutant General; and in the case of regiments in the colonies, will decide whether the articles rejected by the board shall be taken into wear or not. In either case, the proceedings of the board, with a special report, will be forwarded to the Adjutant General.—B.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 136. 30*th May*, 1861.

n Ecar-e.

THE Secretary of State for War having communicated to the General Commanding in Chief the following receipt, which has been furnished by Messrs. Chicard & Co., of Paris, of a mixture termed "Eau Ecarlate," for cleansing and re-vivifying the colour of faded red cloth, His Royal Highness directs that the same be published for the use of the army.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

PRESCRIPTION FOR THE PREPARATION OF "EAU ECARLATE" FOR CLEANING RED CLOTH.

Proportions of the ingredients to be employed:—

For *one* gallon of river (or spring) water.

Binoxalate of Potash in powder, ...	2,455 grains.
(Salts of Sorrel) equal to 5 oz. 9¾ drms. avoirdupois.	
Carbonate of Potash in powder, ...	1,403 ,,
Equal to 3 oz. 3¼ drms. avoirdupois.	
Cochineal, ...	140 ,,

The two salts are dissolved together in the water, which may be warmed so as to promote their rapid solution.

The cochineal is afterwards added, the liquid stirred occasionally with a stick, and, when cooled down, strained through fine linen or muslin.

INSTRUCTIONS FOR USE.

To clean a garment without unsewing any part of it:—

1. The garment to be beaten and brushed so as to remove all dust.
2. The liquid is to be used with a small brush like a nail brush.
3. A small quantity of the liquid should be poured into a saucer or flat vessel.
4. The part of the garment to be cleaned or restored should be saturated with the liquid by means of the brush above named, and should be left ten or fifteen minutes before it is brushed again.
5. Brush the cloth till it resumes an uniform colour—more particularly when there are spots.

— the garment in the shade.

n the garment is half dry, dip the brush in cold water and brush with the grain."

When there is only one stain to be removed, it is necessary, after the operation, to pass the brush dipped in the liquid frequently round the edges of the spot, so that it may not leave a ring. Eau Ecla

If a spot should remain after the liquid has been properly used, take hold of the cloth with a piece of linen and rub it.

Be particular to adhere strictly to direction No. 4.—E.

H. G. Circ. Mem., 144. 15*th July*, 1861.

WITH reference to the Circular Memorandum dated Horse Guards, 8th March, 1861, relative to the mode to be observed for turning out in marching order, &c., throughout the cavalry at home, the shabraque, in future, is only to be worn on occasions of review, and when in complete marching order for route marching.—S. Cavalry Shabra

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 147. AT HOME AND ABROAD. 10*th Aug.*, 1861.

IT having been represented to the General Commanding in Chief that, notwithstanding the orders contained in the General Order from this department dated 26th September, 1860, No. 767, and in the War Office Circular dated 20th January, 1859, No. 375 (51—7—214), therein referred to, instances still occur of articles of clothing being returned into store having lucifer matches, cigar lights, &c., in the pockets, His Royal Highness has been pleased to order that, in future, officers commanding will, when articles of clothing are sent into Government stores, forward with them a certificate addressed to the storekeeper, stating that they have been examined, and that they do not contain matches or other combustibles.—S. Examination on turn to

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 176. 3*d Jan.*, 1862.

IT having been found that the numerous stamps required by regulation tend to injure the smaller straps in use in the cavalry, &c., His Royal Highness the General Commanding in Chief has been pleased to direct that the small straps of saddlery, such as the baggage, cloak, and carbine straps, be in future marked with the troop or battery letter and number only, the date of issue and number of the regiment or brigade being omitted. This rule should likewise apply to those straps which are sewn on the bits, the bits being always marked with the number of the regiment.—S. Making Cavalry Straps.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 179. AT HOME. 24*th Jan.*, 1862.

THE Secretary of State for War has, on the recommendation of his Royal Highness the General Commanding in Chief, consented to grant to the cavalry serving at home permission to wear their capes, and to the infantry permission to wear their greatcoats, when off duty, during the winter months, at the discretion of commanding officers. Wear Capes Greatc

It is considered that these articles may, with proper care and attention, still last the prescribed period.—C.G.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 230. AT HOME AND ABROAD. 12*th Nov.*, 1862.

r Chin ps are to Worn.

HIS Royal Highness the Field Marshal Commanding in Chief is pleased to direct that the chain scales, or chin straps, shall be invariably worn under the chin both by officers and men, of all regiments, on all occasions.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 237. AT HOME. 7*th Jan.*, 1863.

es and atcoats urlough.

WITH reference to the permission granted to men proceeding on furlough to take with them their greatcoats or cloaks, and also to the special sanction given to troops in certain districts to wear their greatcoats when off duty in cold weather, His Royal Highness the Field Marshal Commanding in Chief desires that it may be distinctly understood that this indulgence is not to be made an excuse for any diminution in the established period of their duration.

Officers commanding troops and companies will therefore be careful to point out to the men to whom such indulgences are granted, the necessity of taking every care of their greatcoats, as any extra repairs that may in consequence be required will be charged against them.

Unless it can be satisfactorily shown that greatcoats or cloaks are subjected to some special rough usage or extraordinary wear in the public service, beyond that which such garments are ordinarily exposed to, they must be made to last the prescribed period.

Previous to greatcoats being taken on furlough, they are to be carefully inspected by the officer commanding the company, and a note taken of the state of repair in which they are: they are also to be inspected on the return of the soldiers from furlough.—C.G.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 804. HOME AND FOREIGN. 3*d Feb.*, 1863.

ppro- tion of h, &c.

THE attention of the Secretary of State for War having been directed, during a recent trial, to the case of appropriation of cloth by a regimental master tailor, commanding officers are reminded that they are responsible for the appropriation of all clothing materials and stores issued for the use of their regiments, and such quantities as are not used in making the garments should be handed over to the quarter-master, and accounted for in the annual requisitions as remaining in store.

In the event of a master tailor appropriating any saving of material in the cutting of the garments to his own personal use, or disposing of the same otherwise than as above prescribed, he will render himself liable to be tried by court-martial under the 17th Clause of the Mutiny Act.—C.

EDWARD LUGARD.

COLOURS OF REGIMENTS.

H. G. Gen. Ord., 834. *3d Sept.*, 1863.

THE Queen, in commemoration of the services of the under-mentioned regiments in restoring order in Her Majesty's Indian dominions, is graciously pleased to command that the words "DELHI," "LUCKNOW," "CENTRAL INDIA," respectively, be borne on their standards, colours, or appointments, viz.:— Distinct

"DELHI."

6th Dragoon Guards; 9th Lancers; 8th, 52d, 60th, 61st, 75th, 101st (late 1st Bengal Fusiliers), and 104th (late 2d Bengal Fusiliers) Regiments.

"LUCKNOW."

For Defence of Lucknow.—5th, 32d, 64th, 78th, 84th, 90th, and 102d (late 1st Madras Fusiliers).

For Relief of Lucknow.—9th Lancers; Military Train; 5th, 8th, 23d, 53d, 75th, 82d, 84th, and 93d Regiments.

For Capture of Lucknow.—2d Dragoon Guards; 7th Hussars; 9th Lancers; Military Train; 5th, 10th, 20th, 23d, 34th, 38th, 42d, 53d, 78th, 79th, 84th, 90th, 93d, 97th, 101st (late 1st Bengal Fusiliers), 102d (late 1st Madras Fusiliers) Regiments, and the Rifle Brigade.

"CENTRAL INDIA."

8th Hussars; 12th Lancers; 14th Hussars; 71st, 72d, 80th, 83d, 86th, 88th, 95th, 108th (late 3d Madras Europeans), and 109th (late 3d Bombay Europeans) Regiments.—R.

By Command. A. H. HORSFORD, *Dep. Adj. Gen.*

COMMISSARIAT.

W. O. Circ., 159. 20*th Oct.*, 1857.

urns of ra Issues.

SIR,—With reference to the 533d Article of the Commissariat Regulations, I am directed by Lord Panmure to desire that, instead of the statements therein required in duplicate of extra issues for certain services, you will prepare in future separate statements in the original for the undermentioned services, to be forwarded in separate letters to this office, viz.:—

1. Military officers (with the exception of the Royal Engineers), persons employed in the military offices, and soldiers' wives and children (as in Article 533).
2. Officers of the Royal Engineers, clerks of works, engineer clerks, and barrack-masters.
3. Members of the commissariat service.
4. Members of the military store service.
5. Medical officers, purveyors, and purveyors' clerks.
6. Chaplains.—R.

The Commissariat Officer in Charge. I am, &c. J. R. GODLEY.

W. O. Circ., 229. 10*th March*, 1858.

urs of endance.

SIR,—As a diversity of practice appears to exist in the commissariat offices abroad in regard to the hours of attendance, I am directed to acquaint you that Secretary Major General Peel considers that, under ordinary circumstances, the office should be open for the transaction of public business for at least six hours a day (and longer when necessary), during which period those officers, clerks, and subordinates who are not engaged in the more active duties of the department should be in attendance; and I am accordingly to desire that you will take the necessary steps for giving effect to this arrangement.—A.

The Officer in Charge of the Commissariat. I am, &c. B. HAWES.

W. O. Circ., 305. 30*th Aug.*, 1858.

urns of ra Issues.

SIR,—With reference to Commissariat Circular No. 159, of 20th October, 1857, and in order to avoid unnecessary clerical labour, expense of postage, stationery, &c., I am directed by Secretary Major General Peel to desire that the separate returns of extra issues, as required by the circular above referred to, may be transmitted to this office in one covering letter. When no extra issues are made during any particular quarter, the same should be reported in one letter.—R.

The Officer in Charge of the Commissariat. I am, &c. J. R. GODLEY.

VICTORIA R. *W. O. Circ.*, 339.

yal War- t, Organ- ion, &c.

WHEREAS, in pursuance of a report of a committee of officers, our Secretary of State for War has recommended that certain alterations should be made in the existing organization of the commissariat attached to our forces, with a view to the more effectual supply of our forces, whether in the field in time of war, or on home or colonial service in time of peace; and we being pleased to approve thereof: our will and pleasure is that those parts of the Treasury Regulations of 1st March, 1852, which prescribe rules for the

mission of officers into our Commissariat Department, and for the employment, promotion, retirement, full pay, half pay, retired pay, designations, and relative rank of such officers, shall from the date of this our Royal Warrant be cancelled, and in lieu thereof the following rules shall be established, by which our Secretary of State for War and our Commander in Chief shall govern themselves in recommending officers for admission, employment, promotion, and retirement:— Royal Warrant, Organization.

1. The duties of the commissariat shall be superintended and directed by an officer of that department, with the designation of commissary general in chief, acting under orders from our Secretary of State for War.

2. The ranks of commissariat officers in our army shall be as follows, viz.:—
Commissary General; Deputy Commissary General; Assistant Commissary General; Deputy Assistant Commissary General, including a probationary class of Acting Deputy Assistant Commissaries General.

3. To be eligible for promotion, an officer must have served on full pay during the following periods, dating from his first entrance into the probationary class:—
A Commissary General thirteen years—and at least three years thereof as Deputy Commissary General; A Deputy Commissary General ten years—and at least two years thereof as Assistant Commissary General; An Assistant Commissary General five years.

4. All first appointments to the commissariat shall be made from the subalterns of our army, provided a sufficient number of qualified volunteers, duly recommended by their commanding officers, can be procured. Volunteers shall be of not less than two years' service as commissioned officers, and under twenty-five years of age; they shall be subjected to an examination, and, if found competent, shall be placed on a list according to their merits, and in their order thereon shall be employed by the commissary general in chief, under the authority of our Secretary of State for War, as their services may be required. These volunteers shall be subjected to a probation of six months, with the rank of acting deputy assistant commissary general: at the termination of which period, if found competent, and still willing to serve in the commissariat, they shall be required to resign their military commissions, and shall be furnished instead with commissions as deputy assistant commissaries general.

5. The establishment of the commissariat shall be fixed, from time to time, on the same principle as that of our army; and in order to furnish a reasonable preparation for war, it shall be maintained to such an extent as to provide suitable employment in peace for officers, not only in the colonies, but also at the several camps and large military stations at home, according to the ordinary requirements of the service.

6. In selecting officers for promotion, provision shall be made for the advancement of those who have shown special aptitude for their duties, or have distinguished themselves by zeal and ability in the performance of them; but such selection shall be mainly guided by length of efficient service. The promotions in the commissariat shall take place, as in other branches of the public service, as vacancies occur.

7. On reduction of the establishment, the junior officers of the respective ranks shall be the first reduced; and on restoration to full pay, the reduced officers who are senior in their rank shall be the first restored, except in cases in which a strict adherence to such rule would be manifestly detrimental to the public service.

8. In order to obviate the necessity for an undue augmentation of the establishment in time of war, and the consequent inconvenience arising from a large reduction on the termination of hostilities, the commissariat shall be

Royal Warrant, Organization, &c.

allowed to avail itself of the temporary assistance that may be afforded by officers drawn from our regular army, or the half pay of our army, to be selected under regulations which shall be framed for the purpose by our Secretary of State for War, and our Commander in Chief, to act in the capacities of assistant and deputy assistant commissaries general. The officers of our army thus placed on the commissariat staff shall be considered supernumerary in their regiments, retaining their proper places in their respective corps, and participating in regimental promotion as opportunities offer, but they shall be employed exclusively in the duties of the commissariat, and shall not be at liberty to withdraw themselves from those duties so long as their services may be required, except in cases of promotion to the rank of field officer in their regiments.

9. The relative rank of the commissariat officers of our army shall be as follows, viz.:—

Commissary General, as Major General; Deputy Commissary General, of five years' standing, as Colonel; Deputy Commissary General, under five years' standing, as Lieutenant Colonel; Assistant Commissary General, as Major; Deputy Assistant Commissary General, as Captain; Acting Deputy Assistant Commissary General, as Lieutenant in the army,

and their quarters and military allowances, including pensions for wounds, and allowances to their widows and families, shall be regulated accordingly.

10. The commissariat shall be allowed to draw subordinates, such as clerks, storekeepers, issuers, butchers, bakers, &c., from the soldiers of our army, to be maintained permanently on the commissariat establishment, to the necessary extent. These subordinates, when they shall have been detached for a sufficient time on probation, shall be wholly withdrawn from their regiments; but their names shall be retained on the rolls as supernumeraries, in order that they may be sent back to their regiments or depôts in case of misconduct or inefficiency. The individuals thus employed shall be occupied exclusively in the public duties of the department, and shall be appropriately clothed, and placed under the charge and direction of the commissariat officers wherever they may be employed, who shall be answerable for the discipline and regular payment of the men, whose places in their regiments shall be filled up by recruits.

11. The rates of pay of the different ranks of the department shall be regulated according to the following scale:—

Scale of Full, Half, and Retired Pay.

Rank.	Full Pay. On attaining the Rank.			Full Pay. After Five Years' Service in last Rank.			Charge Pay.		Half Pay.			Retired Pay.			Length of Full Pay Service to give a Claim to Retirement.	Age at which, in the absence of exceptional circumstances, Retirement shall be compulsory.
	£	s.	d.	£	s.	d.	s.	d.	£	s.	d.	£	s.	d.		
Com. General, .	3	0	0	3	0	0	..		1	10	0	2	0	0	30 Years.	65 Years.
Dep. Com. Gen.,	1	10	0	1	10	0	10	0	0	15	0	1	5	0	"	60 "
Assist. Com. Gen.,	0	15	0	1	0	0	5	0	0	10	0	0	15	0	"	55 "
*Dep. Assist. Com. Gen., ...	0	10	0	0	12	6	2	6	0	6	3	0	9	4	"	55 "
Acting Dep. Com. Gen., ...	*0	7	6	..			..		..			..			..	..

* In case of military officers, to be made up, on confirmation, to 10s. a day, from the date of entering on their probation. A commissary general, with an army in the field, to receive a special rate of pay, proportionate to the magnitude of his charge.

12. It shall be competent to our Secretary of State for War to place commissariat officers on the retired list at the rates specified in the preceding scale, after a meritorious service of twenty years in the department as commissioned officers, including the period of service on probation, if, by reason of mental or bodily infirmity of a permanent nature, to be certified by a medical board, they shall be unfit for further duty: and all officers shall be at liberty to retire after thirty years of such service. Royal Warrant, Organization, &c.

13. A roster shall be observed of home and foreign service, not to be departed from except in cases of necessity. With respect, however, to the West Coast of Africa, officers are to be allowed to volunteer, receiving such special pecuniary advantages as may be fixed by our Secretary of State for War.—W.

Given at our Court at St. James's this twenty-eighth day of October, 1858, in the twenty-second year of our reign.

By Her Majesty's Command. J. PEEL.

W. O. Circ., 366. *24th Dec.*, 1858.

SIR,—I am directed by Secretary Major General Peel to acquaint you that Commissary General John William Smith, *C.B.*, has been appointed commissary general in chief, under the Royal Warrant dated the 28th ultimo; and I am at the same time to convey to you the following instructions with respect to this warrant:— Regulations.

1. That all reports made to this office by commissariat officers, and all commissariat store accounts are in future to be addressed, in accordance with the general rule of this office, to the Under Secretary of State, marked in the corner "Commissary General in Chief," in order that they may be referred to that officer for such action as he may think necessary, and that such reports shall be subject to the rules laid down in War Office Circular No. 156, with respect to the authority and intervention of officers commanding the troops.

2. That the Treasury Regulations of 1st March, 1852, referred to as having been cancelled from the date of the warrant, are nevertheless still to be acted upon in the cases of all officers placed upon half pay previously to such latter date; and that no transfer from half to retired pay can take place under the new regulations, even of those officers who might be otherwise eligible from length of service.

3. That the same Regulations of 1st March, 1852, are also to be still in force with regard to—

Article 13. Respecting charge pay to officers promoted to a rank superior to that authorized for the station; Articles 23 and 24. Respecting temporary charge pay; Article 29. Respecting date of commencement and cessation of charge pay; and Articles 25 and 31. Respecting the commencement and cessation of full pay of officers.

4. That the grade of established clerk is prospectively abolished under Clause 4 of the warrant, but that clerks now on service will retain both their designations and emoluments until their several cases can be dealt with according to special instructions, which will be forthwith given.

5. That with a view to the fixing of a Commissariat Establishment limited to the actual wants of the public service, as contemplated by Clause 5, the attention of commissariat officers in local charge is particularly directed to the question whether any, and what, reduction of the existing establishment can be effected, and whether, by a revised classification of duties, subordinate members of the department may not in some instances properly take the places of commissioned officers, who should be confined as much as possible to the higher duties of their profession.

Regulations.

6. That the increased rates of full pay now authorized will take effect from the date of the warrant, while the five years' length of service (including periods of leave of absence granted therein) entitling officers to certain increased rates of pay, must be shown by special reports to this office, stating the precise dates, sphere of duty, and other necessary particulars, so that issues made under the responsibility of officers in charge may be properly checked.

7. That the increased allowances, if any, to which officers may be entitled under the new warrant will commence from the date of the general order promulgating the warrant within the command, and special reports are to be made to this office of such increased allowances, for the approval of the Secretary of State.

8. That in any instance in which the emoluments of an officer under the regulations which have been superseded are greater than those to which he would be entitled under the new warrant, he will be at liberty to draw such higher emoluments until his services are transferred to another station, when his pay and allowances will be governed by the new warrant.

9. That the advantages and emoluments now applicable to officers serving on the West Coast of Africa will be continued until further orders.—B.

To the Commissariat Officer in Charge. I am, &c. B. HAWES.

W. O. Circ., 426. 23*d May*, 1859.

African Service of Officers.

SIR,—The Secretary of State for War having had under his consideration that part of the 13th Clause of the Royal Warrant of the 28th October, 1858, which specifies that, with respect to the coast of Africa, "commissariat officers are to be allowed to volunteer, receiving such special pecuniary advantages as may be fixed by our Secretary of State for War:"

I am directed by Secretary Major General Peel to acquaint you that he has decided—

1. That in all such cases officers volunteering for that service shall be allowed to draw double the ordinary pay of their respective ranks during their stay on the coast.

2. That an officer shall not be required to serve there for a longer period than two years from date of arrival to date of departure.

3. That such two years' service on the coast of Africa shall be allowed to reckon for increased pay or retirement as three years of ordinary service; also, that if an officer should be permitted, at his own wish, to prolong his stay on the coast, his further service shall be allowed to count in proportion; and

4. That an officer shall be entitled either to a tour of home service on his return from the coast, or to six months' leave of absence for each two years of service there.

You will make known these regulations to the officers serving under you without delay, and you will lose no time in forwarding to the commissary general in chief the names of any officers volunteering for African service on the above-named conditions.—A.

The Commissariat Officer in Charge. I have, &c. B. HAWES.

W. O. Circ., 437. 18*th June*, 1859.

Freight of Stores by Sea.

SIR,—The Lords Commissioners of the Admiralty considering it desirable for the proper settlement of freight for the conveyance of Government stores by sea, that written agreements should be entered into with the masters or owners of the vessels in all cases where the freight amounts to

more than £50, I am directed by Secretary Major General Peel to desire you in any future shipments of stores you will act accordingly.—B. Freight of Stores by Sea.

The Commissariat Officer in Charge. I have, &c. JNO. W. SMITH.

W. O. Circ., 443. FOREIGN STATIONS. *14th July*, 1859.

THE Secretary of State for War having had his attention called to Articles 103 to 105 of the Commissariat Regulations, by which conversions and alterations of, and additions to, buildings, in the occupation of the Commissariat Department at foreign stations, are directed to be made the subject of consideration by a board of officers, has decided that in future the services to be provided for in the royal engineer annual estimates on account of the Commissariat Department shall be determined in the same way as in the case of other departments of the army. Alteration &c., on Cor Buildings.

Special repairs and unforeseen services, referred to in Articles 106 and 107, will be brought to the notice of the officer commanding, for his decision, and ordinary incidental repairs are provided for in Circular 430.

Articles 103 to 107 of the above-named regulations are cancelled.—B.

B. HAWES.

VICTORIA R.

WHEREAS, in our Warrant of the 28th October last, Clause 10, we have approved of the permanent employment in the Commissariat Department of soldiers selected from our army, our will and pleasure is, that a corps shall be forthwith raised for this purpose, which shall be called the Commissariat Staff Corps, and be officered from the commissariat staff. Commissariat Staff Corps.

1. The Commissariat Staff Corps shall consist of the ranks, receive the rates of pay, and be subject to the rules and regulations hereinafter specified.

2. The Commissariat Staff Corps shall be liable to serve in all situations, both at home and abroad.

3. The ranks and rates of pay shall be as follows:—

Serjeant Major,	5*s.* 0*d.* per diem.	Second Corporal,	1*s.* 6*d.* per diem.
Colour Serjeant,	3*s.* 2*d.* ,,	Private, .	1*s.* 3*d.* ,,
Serjeant, .	2*s.* 4*d.* ,,	Bugler, .	1*s.* 3*d.* ,,
Corporal, .	1*s.* 7½*d.* ,,		

4. The subordinate appointments in the Commissary Department at home and abroad shall, as far as it is practicable, be filled by deserving and properly qualified non-commissioned officers and privates of this corps. In the event of incapacity or misconduct, soldiers holding such appointments shall be liable to be sent back to do duty in the corps in the rank which they held previously to such appointment, or in the rank to which they may be reduced by the sentence of a court-martial.

These appointments shall be considered as the staff appointments of the corps, and the classification and rates of pay shall be as follows:—

	On appointment, per diem.	After three years' service, per diem.
1st Class Clerk or Storekeeper, with the rank of Serjeant Major, ...	4*s.* 6*d.*	5*s.* 0*d.*
2d ditto, with the rank of Quarter-master Serjeant, ...	4*s.* 0*d.*	4*s.* 6*d.*
3d ditto Clerk or Assistant Storekeeper, with the rank of 2d Class Staff Serjeant, . .	3*s.* 6*d.*	4*s.* 0*d.*
Issuers, with the rank of Corporal, . .	2*s.* 0*d.*	2*s.* 6*d.*

Commissariat Staff Corps.

Men holding the above staff appointments will not be entitled to any other pay, nor to beer money.

Temporary clerks, while so employed, will be allowed 1*s.* per day in addition to the pay of their rank.

The classification of these non-commissioned officers will depend upon the extent and importance of the duties on which they are employed.

5. The several ranks will be distinguished as follows:—

Serjeant Major, . .	Four chevrons and crown on each arm.
1st Class Clerk or Storekeeper,	Ditto ditto on right arm.
2d ditto, ...	Four chevrons on ditto.
3d Class or Assist. Storekeeper,	Three chevrons and crown on ditto.
Colour Serjeant, . .	One chevron, laurel wreath, crossed swords, and crown on right arm.
Serjeants, ...	Three chevrons on ditto.
Corporals or Issuers, . .	Two chevrons on ditto.
2d Corporals, . . .	One chevron on ditto.

The chevrons for non-commissioned officers, clerks, storekeepers, and issuers of this corps to be of "gold lace."

6. Working pay shall be allowed to each non-commissioned officer, private, and bugler, for such number of days and parts of a day as he may be actually employed on other than military duty; but working pay will not be issued for holidays, nor when on the march, nor in hospital, nor on board ship, unless in the last-mentioned case when employed on some trade or occupation to be specially certified.

7. Working pay shall be divided into four classes, and be paid according to the talent and industry of the individual.

1st Class, at the rate of . .	1*s.* 6*d.* per diem.	3d Class, at the rate of . .	0*s.* 9*d.* per diem.
2d Class, at the rate of . .	1*s.* 0*d.* ,,	4th Class, at the rate of . .	0*s.* 6*d.* ,,

8. The first class of working pay shall be considered an extraordinary rate, and reserved as a remuneration for skilled labour of a superior order, or for a situation of trust, and not merely for long service or exemplary conduct. And in no case shall any man be placed in it without a strict investigation into his qualifications, which must be recorded and submitted for the approval of the commissary general in chief.

9. The 2d, 3d, and 4th classes shall be determined by the senior commissariat officer at the station, upon a written report from the junior officer under whose immediate direction the men may have been employed.

10. All non-commissioned officers and privates of this corps shall be entitled to clothing, rations of provisions (for which the usual deduction shall be made), together with lodging, fuel, and light, or an allowance in lieu thereof, according to rank.

11. All non-commissioned officers and privates of this corps shall be entitled to the benefits of the good-conduct and pension regulations, on the same conditions as other soldiers of our army. The period of service shall be the same as that of the infantry, and shall include service as soldiers in other corps before entering the Commissariat Staff Corps.

12. The ranks of this corps shall be filled by soldiers volunteering from the ranks of other corps of our army.

13. Volunteers should not, as a general rule, be under 20 nor above 30 years of age, with at least two years' service as soldiers before entering the Commissariat Staff Corps.

14. *Soldiers* who have served two years in the embodied militia, and sub-

quently enlisted into any regiment or corps of our army, shall be eligible on the same terms as soldiers of two years' service in our army. Commissariat Staff Corps.

15. Volunteers must be of good character, and be recommended by their commanding officers. They should be acquainted with the first four rules of arithmetic, and write a fair legible hand.

16. Volunteers shall be received on probation for a period not exceeding three months, and at the expiration of the period of probation shall be either permanently accepted or returned to their regiments or corps; if accepted, their names shall be retained on the lists of their former corps *as supernumeraries*, in order that they may be sent back, at the order of our Commander in Chief, for misconduct, unfitness, or any other cause which our Commander in Chief may deem sufficient.

17. Non-commissioned officers and privates on probation shall remain on the strength and payment of their respective regiments or corps, receiving only from the commissariat additional or working pay, according to their class, qualification, and time of employment.

18. All non-commissioned officers and privates of this corps shall be liable to be discharged from the service at any time that our Commander in Chief shall think fit, without any claim for compensation beyond that mentioned in Article 11.

19. In all points not specifically detailed nor provided for in these rules and regulations, the non-commissioned officers and privates of this corps shall be subject to all the rules and regulations affecting the other corps of our army.

20. The Commissariat Staff Corps shall be under the direction of the commissary general in chief, who shall select an officer of the commissariat to act as general staff officer of the corps. This officer shall be charged with the general superintendence of the corps, and the preservation of its records, and all correspondence connected with the corps shall be addressed to him.

21. Commissariat officers in charge of companies of this corps shall receive the rates of contingent allowance prescribed for infantry in the War Office Regulations.—W.

Given at our Court at St. James's this twenty-fourth day of September, 1859, in the twenty-third year of our reign.

By Her Majesty's Command. SIDNEY HERBERT.

W. O. Circ., 564. *7th March*, 1860.

SIR,—With reference to Article 9 of the Royal Warrant of 28th October, 1858, in which it is provided that a deputy commissary general of "five years' standing" shall bear the relative rank of colonel in the army, I am directed by Mr. Secretary Herbert to acquaint you that this passage is to be considered as applying only to full pay service, and that the higher relative rank can only be attained by a deputy commissary general after the completion of five years' full pay service in that rank, in accordance with the practice prevailing in all other branches of the army.—R. Relative Rank D. Com. G.

I am, &c. B. HAWES.

To Officers Commanding and Commissariat Officers in Charge.

H. G. Gen. Ord., 754. *15th June*, 1860.

THE Secretary of State for War having notified to the General Commanding in Chief that there will shortly be vacancies in the rank of deputy assistant commissary general, His Royal Highness directs that when officers of the army are desirous of being appointed to the Commissariat Appointments to Dep. Com. Gen.

[redacted]

Department, in terms of Clause 4 of the Royal Warrant of the 28th October, 1858, their applications may be made according to the annexed form, which will be forwarded to the Adjutant General of the forces, for submission to the General Commanding in Chief, with a letter of recommendation from the officer commanding the regiment or depôt to which the applicants may belong.

Previously to appointment as probationary deputy assistant commissary generals, candidates will be required to undergo an examination according to the following scheme, viz. :—

Obligatory.		Maximum of Marks.
English Language—Correct writing from Dictation, Composition,		1,000
Arithmetic,	First four rules, Simple and Compound, Weights and Measures, Vulgar and Decimal Fractions, Duodecimals, Proportion, Extraction of Square Root, Practice, and Interest and Discount,	1,000
One Foreign Language,		1,000

In each of the subjects, one half of the marks allotted to it should be gained for qualification.

Voluntary Subjects.		
Mathematics,	Commercial Arithmetic, Book-keeping and Exchange Accounts,	2,500
	Algebra,	
	Euclid - Books 1 and 6, and 11 and 12,	
	Trigonometry,	
	Mensuration of Planes and Solids,	
	Mechanics,	
Geography,	Especially in reference to the population, commercial production, resources, and communications of country,	1,000
History from the year 1789,		1,000
Chemistry,		1,000
Geology and Mineralogy,		1,000
Any other Modern Language, each,		1,000

No candidate will be considered qualified who does not obtain an aggregate of [illegible] marks. Not more than three of the voluntary subjects must be taken up by any candidate, nor will he be allowed to count the marks he obtains in any voluntary subject if below one-fifth of the maximum allotted to it.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

List of Officers of the [illegible] who have volunteered for commissariat service under the provisions of the Royal Warrant of 28th October, 1858. Forwarded to the Horse Guards, pursuant to General Order dated 6th June, 1860.

[illegible]	[illegible]	[illegible]	[illegible]	REMARKS. Here should be written the "Recommendation" of the Officer Commanding the Corps,—stating any special aptitude which, in his opinion, any of the Officers may possess for Commissariat duties.

Road [illegible] at [illegible] day of ——. Signature, ——.

NOTE.—This should be accompanied by a certificate of a military medical officer [illegible]

W. O. Circ., 650. FOREIGN. 29*th Nov.*, 1860.

Requisitions for Stores &c., Abroad.

MUCH delay and inconvenience having taken place in some instances in the supply of implements, stores, and furniture for commissariat service required through military storekeepers at foreign stations, in consequence of the very defective manner in which articles are described in demands, Mr. Secretary Herbert desires that attention may be paid to the absolute necessity of a full description being given of all stores demanded, more especially of those of an unusual description, or which are new to the service, drawings and dimensions being annexed in every case where necessary.

Requisitions should be always made out according to the annexed form,* the original being sent to the military store branch on the spot, to be included in the general requisition of the military storekeeper, and the duplicate forwarded to this office, as laid down in Article 124 of the Commissariat Regulations.

The stores for the transport establishments may, however, be included in the demand for other stores, and not kept separately, as contemplated in the article above quoted.—S. B. HAWES.

To the Senior Commissariat Officer and
Military Store Officer in Charge.

W. O. Circ., 655.

VICTORIA R. HOME AND FOREIGN.

Appointment of Subaltern

WHEREAS we have judged it expedient to revise that part of our Royal Warrant of the 28th day of October, 1858, which prescribes the rule to be observed in appointing subaltern officers to the commissariat attached to our forces, our will and pleasure is, that all such subalterns who may have obtained their commissions without purchase shall, on being confirmed as commissariat officers after six months' probation, be required to resign their regimental commissions, and that subalterns who have purchased either one or both of their regimental commissions, shall be allowed the regulation price of the commission or commissions so purchased.

Given at our Court at St James's the seventeenth day of December, 1860, in the twenty-fourth year of our reign.—W.

By Her Majesty's Command. SIDNEY HERBERT.

W. O. Circ., 662. HOME AND FOREIGN. 16*th Jan.*, 1861.

Commissariat Clerks.

THE Secretary of State for War having had under consideration the position and emoluments of the assistant clerks of the Commissariat Department, has approved of the following regulations for the future government of this branch of the commissariat:—

1. The designation "assistant clerk" is now no longer applicable. It was adopted originally in order to preserve a marked distinction between the "established commissariat clerks" in the line of promotion to commissions, and those clerks who, though on the permanent establishment, had no such prospect.

The grade of "established commissariat clerk" having been abolished, and that of acting deputy assistant commissary general substituted as the first step in the line of promotion, the necessity for the distinction and the prefix "assistant" no longer exists, and therefore the assistant clerks of the commissariat will in future be styled "commissariat clerks."

2. The commissariat clerks appointed under these regulations will be considered as civilians, without any relative military rank or allowances whatever, except in extreme cases when they may be employed with troops in the

* W. O. Form 1650.

Commissariat clerks.

field, or in positions where it may be impracticable for them to provide themselves with the necessaries of life, in which case they may be specially permitted to draw the allowances of ensigns.

3. No person will be eligible for appointment as commissariat clerk above the age of thirty or below that of eighteen years, unless in the cases of persons who have been employed in other capacities or in other branches of the public service, when exceptions may be made, provided the ages of the candidates did not exceed thirty on the first commencement of their continuous public service.

4. All clerks, on first appointment, will have to undergo an examination by the civil service commissioners in the following subjects:—

1. Exercises to test handwriting, orthography, and grammatical correctness.
2. Arithmetic (elementary).

In addition to the above test, the candidates will have to produce satisfactory evidence as to good conduct and character, and the certificate of a military medical officer or board as to their state of health and physical fitness for general service.

When clerks are appointed abroad, the necessary papers will be sent by the civil service commissioners, and a competent board will be appointed by the officer commanding at the station, to conduct the examination.

5. The pay of the clerks will be as follows:—

On first appointment, .	6*s.* 0*d.*	After fifteen years' service,	10*s.* 6*d.*
After five years' service, .	7*s.* 6*d.*	After twenty ,, ,,	12*s.* 0*d.*
After ten ,, ,, .	9*s.* 0*d.*		

But in each case of increase a service of five years at the previous rate of pay will be required, and no increase will be allowed without the production of the certificate as per form annexed.

6. In addition to the above rates of pay, clerks serving at any of the stations at which tropical pay is granted to the Military Store and Royal Engineer Departments will be entitled to tropical pay at the rate of 1*s.* 6*d.* per day.

7. With regard to the assistant clerks at present on the establishment of the Commissariat Department, their rates of pay will be regulated according to the accompanying list, and their designation changed to that of commissariat clerk.

8. The regulations now promulgated have been framed principally with a view to placing on a more satisfactory footing the clerks at present on the permanent establishment of the commissariat, and not with any intention of extending the employment of this class of clerks beyond its present limits.

It is expected that, except at some stations where, owing to peculiarity of climate, and the language spoken, it may be absolutely necessary to engage the services of persons accustomed to the climate, and acquainted with the language, it will generally be found practicable to fill up most of the subordinate appointments of the commissariat from the non-commissioned officers of the commissariat staff corps, appointed under Article 4 of the Royal Warrant of 24th September, 1859. Commissariat officers in charge are therefore strictly enjoined not to submit the name of any civilian to fill up a vacancy in the establishment of commissariat clerks, appointed under these regulations, unless it be certified by the officer commanding that no non-commissioned officer or soldier competent to perform the duties of the office can be obtained from any of the regiments at the station, and even in such cases the appointment will not be made unless it be found impossible to select a properly qualified non-commissioned officer from the commissariat staff corps serving at home.

B. HAWES.

To the Commissariat Officer in Charge.

Form of Certificate.

I certify that the diligence and good conduct of Commissariat Clerk —, who completed —— years of service at the rate of ——, have been such as to justify my recommending that he be granted the quinquennial increase of pay authorized by Circular No. ——. Commissariat Clerks

——, Senior Commissariat Officer.

Approved ——, Commissary General in Chief. Date ——.

List of Assistant Clerks now on the Establishment of the Commissariat, who are in future to be styled Commissariat Clerks, showing their present rates of pay, the rates authorized from 1st January, 1861, to bring them into the new Scale, and the dates on which they will be permitted to receive a further increase under the new Regulations.

Station and Name.	Present rate of Pay.	Pay on 1st Jan. 1861.	Date of next Increase.	Remarks.
Dublin.	s. d.	s. d.		
Randal Edward Stewart, .	10 0	10 6	1 April, 1865.	
Canada.				
Charles Woodley, . . .	10 0	12 0	... ...	Maximum.
William Francis Palmer, .	8 6	10 6	1 Jan., 1866.	
John Ballard, ...	7 6	9 0	,, ,,	
Thomas Edgar Dickenson, .	10 0	10 6	1 Jan., 1864.	
James Ritchie Ballard, . .	6 0	6 0	13 Jan., 1865.	
Cape of Good Hope.				
Gerrit Buyskes, ...	12 0	12 0	... ...	Maximum.
Joachim Wilhm. Heyneman,	12 0	12 0	... ...	Do.
John Horne, ...	7 6	7 6	20 July, 1864.	
Alexander William Tennant,	7 6	7 6	,, ,,	
James M'Cormack, . . .	7 6	7 6	24 Oct., ,,	
William John Nettleton, .	7 6	7 6	,, ,,	
Charles Alexander Nesbitt,	7 6	7 6	,, ,,	
James Hemming, ...	6 0	6 0	26 Jan., 1861.	
Robert Joseph Doyle, . .	6 0	7 6	1 Jan., 1866.	
Gibraltar.				
Thomas Rothe, ...	7 6	9 0	1 Jan., 1866.	
Gabriel Pratts, ...	7 6	9 0	,, ,,	
Edw. Fred. Otto Greenwood,	7 6	9 0	,, ,,	
Ionian Islands.				
Robert Mazente, ...	6 0	7 6	1 Jan., 1866.	
Malta.				
Calcedonio Bonavia, . . .	12 0	12 0	... ...	Maximum.
Thomas Manfred Broughton,	7 6	9 0	1 Jan., 1866.	
New South Wales (Sydney).	per ann.	per ann.		
John Tyre, ...	£220	£220	... ...	Special.
Nova Scotia.	s. d.	s. d.		
William Smith, ...	7 6	9 0	1 Jan., 1866.	
Tasmania.				
Charles James Culley, . .	9 6	10 6	1 Jan., 1866.	
William Bales, ...	9 6	10 6	,, ,,	
Hamilton C. Emmett, . .	7 6	7 6	1 Oct., 1861.	
James Honey, ...	7 6	7 6	1 Jan., 1864.	
West Australia.				
Peter Gibbons, ...	10 0	12 0	... ...	Maximum.

Commissariat Clerks.

			Ordinary.	Tropical.		
			s. d.	s. d.		
Gambia.						
Samuel Moore Gabbidon, .	7	6	6 0	1 6	... ...	*
Gold Coast.						
Henry William Reynolds, .	7	6	6 0	1 6	18 April, 1865.	
Sierra Leone.						
Thomas Graham Archer, .	6	0	7 6	1 6	1 Jan., 1866.	
St. Helena.						
George Davenport Burchell,	...		...	...	... ...	†
West Indies.						
Arthur Gall, ...	10	0	9 0	1 6	5 Nov., 1864.	

C.

H. G. Circ. Mem., 294. *27th April*, 1864.

Appointment of Officers at Depôts.

THE annexed copy of a letter from the War Office (dated 9th April, 1864, No. 7864—645), stating the conditions under which officers belonging to regiments in India will be allowed to volunteer for service in the Commissariat Department, is forwarded to officers commanding depot battalions for the information of those concerned.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

(COPY.) *9th April*, 1864.

Sir,—I am directed by the Secretary of State for War to acquaint you, for the information of His Royal Highness the Field Marshal Commanding in Chief, that his Lordship has decided, in the case of officers at the depôts in England of Her Majesty's Regiments in India, who may volunteer for service in the Commissariat Department under the Royal Warrant of 28th October, 1858, that their application can only be entertained in case their stay at the depôt will be likely to afford time, without delay or inconvenience, to the ordinary regimental relief, for the examination and six months' probation to take place, if there should be vacancies in the Commissariat Department; and his Lordship requests that, in forwarding such application, it may be stated for what period the officer may expect to remain at home.—A.

I have, &c. EDWARD LUGARD.

The Military Secretary, Horse Guards.

* Date of appointment not yet reported.

† Pay authorized at 9*s.* ordinary and 1*s.* 6*d.* tropical pay from date of receipt at St. Helena of War Office letter of 30th October, 1860 (53—St. Helena—617).

COMMISSIONS.

VICTORIA R. *W. O. Circ.*, 334.

WHEREAS we have judged it expedient to revise those parts of our Royal Warrants of the 6th day of October, 1854, and 3d day of November, 1854, which regulate the promotion and retirement of combatant officers in our army and ordnance corps, our will and pleasure is, that, from the date of this our Royal Warrant, our Commander in Chief shall govern himself by these our rules in recommending combatant officers for promotion and retirement:— Promo Retire &c., of Officer

PROMOTION.

1. That the rank of field marshal be given without reference to seniority.
2. That there shall be a fixed establishment of general officers, viz.:—

For the Guards and Line,	Generals,	50
	Lieutenant Generals,	80
	Major Generals,	130
For the Artillery,	Generals,	6
	Lieutenant Generals,	10
	Major Generals,	16
For the Engineers,	Generals,	3
	Lieutenant Generals,	5
	Major Generals,	8

3. That colonels may be appointed, without regard to seniority, to commands as major generals, with temporary rank; and, if they shall have conducted themselves to our satisfaction, such temporary rank, after having been held for five years in peace, or for any shorter period in war, may, upon the recommendation of our Commander in Chief, be made permanent. That the temporary rank of general and lieutenant general may also be given whenever the convenience of the service requires it, and may be made permanent in a similar manner.

4. That every vacancy on the fixed establishment of general officers shall be filled by the promotion of the senior colonel qualified to succeed to the rank of major general, and to be placed on the fixed establishment under the regulations now in force, or by a supernumerary major general, as provided in Clause 6.

5. That, in addition to the colonels promoted by seniority to be major generals, and those promoted after having held temporary rank under the regulation in Clause 3, colonels shall be eligible for promotion to the rank of major general, and major generals to the rank of lieutenant general, and lieutenant generals to the rank of general, for distinguished services in the field.

In the case of officers promoted to the rank of general officers as a reward for distinguished service in war, the recommendation, in which the service of the officer shall be detailed, shall be published in the general orders of the army and in the "London Gazette."

6. That all colonels promoted to be major generals after five years' employment in responsible commands, with temporary rank of major general, under the provisions in Clause 3, and all colonels promoted to be major generals for distinguished service in the field, shall be placed on a supernumerary list of major generals, and shall not be reckoned as part

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of the fixed establishment until the time when they would have attained the rank of major general by seniority; that is to say, until the colonel who originally stood next senior on the colonels' list to the officer promoted out of his turn has become a major general, after which the next vacancy will be filled by the transfer of the supernumerary major general to the fixed establishment. The major generals who have already been promoted out of their turn, and would not yet have succeeded to that rank by seniority, shall be considered as coming under this rule; but they shall be specially allowed to retain the pay of 25*s.* a day which they acquired on being originally placed on the fixed establishment.

The supernumerary major generals, when absorbed into the fixed establishment, shall preserve the seniority which they acquired when, after a period of qualifying service with temporary rank, they were first confirmed as permanent major generals on the supernumerary list, and shall rise by that seniority to be lieutenant generals in succession. General officers promoted for distinguished service in the field will take their seniority from the date of their promotion, as stated in the *London Gazette*.

7. That three separate lists of general officers be inserted in the Army List, the first containing the names of those on the fixed establishment; the second, those who, having been promoted out of their regular turn, are supernumerary to the fixed establishment; and the third, those on the half pay of their former regimental commissions.

8. That the rank of colonel be given to officers after serving for five years with the rank of lieutenant colonel in the actual command of regiments, or for the same period as second lieutenant colonels of regiments, or as major and lieutenant colonel, or major in the household cavalry, or as mounted officers of the foot guards, or on the staff, in the following situations, viz:—deputy adjutant general, deputy quarter-master general, assistant adjutant general, assistant quarter-master general, military secretary (or assistant military secretary where there shall be no military secretary) to such general officers alone as are exercising the supreme command on a station, commissioner to the head-quarters of an allied army, inspector general of army schools, members of the council of military education, lieutenant governor or superintendent of studies at the Royal Military College, or commandant of the staff college, or after serving for eight years with the rank of lieutenant colonel as equery to the Sovereign, subject always to the approval of our Commander in Chief of the manner in which an officer has commanded his regiment, or discharged the duties of his appointment. The military superintendents of the manufacturing departments of the army will be eligible to be promoted from the rank of lieutenant colonel to that of colonel after five years' service in the former rank, subject to the approval of our Secretary of State for War.

9. That regimental majors, who are brevet lieutenant colonels, falling into the command of regiments in the absence of the lieutenant colonel, shall, on attaining the rank of regimental lieutenant colonel, reckon the period, commencing from the completion of the first month of such temporary command, as part of the five years required to qualify for the rank of colonel.

10. That the rank of colonel be given to officers who obtain the rank of brevet lieutenant colonel for services in the field, after eight years of actual service with that rank.

11. That in cases where a regiment serving abroad may be so divided as to constitute two distinct commands, and one portion may be under the command of the regimental major, who is also a brevet lieutenant colonel, and in cases where a brevet lieutenant colonel may be in command of a mixed force of different corps, a discretionary power shall be vested in our Commander in

Chief, subject to the approval of our Secretary of State for War, to allow such service, or portions of such service, to count as part of the qualifying period for promotion to the rank of colonel.

Promotion Retirement &c., of Officers.

12. That lieutenant colonels appointed to civil situations under Government on or after the date of this our Royal Warrant shall be promoted to the rank of colonel after eight years' service in the former rank, provided the nature of the civil appointment be considered by our Secretary of State for War and Commander in Chief calculated to give the officer such practical experience as may afterwards prove advantageous to the corps or service to which he belongs.

13. That field officers, commissioned as such before the 20th June, 1854, be allowed to rise by brevet as heretofore; but no officer promoted to the rank of field officer on and after that date is hereafter to rise from the rank of lieutenant colonel to that of colonel, otherwise than by five or eight years' service in the former rank, as provided in Clause 8, or as a reward for distinguished service, or by appointment to be Queen's aide-de-camp—except under the special provisions in Clauses 9, 10, 11, and 12.

14. Lieutenant colonels who held that rank prior to the 20th June, 1854, shall be promoted by a special brevet to the rank of colonel—commissions to bear date the 28th November, 1854—and such of the said lieutenant colonels as have been passed over by officers who have attained the rank of colonel in conformity with the provisions of our Royal Warrants of the 6th October and 3d November, 1854, shall be restored to the respective places which they would have occupied as colonels, had they been promoted in ordinary succession under the system of periodical brevets.

15. That promotions shall be made from captain to major, and from major to lieutenant colonel, in succession, as vacancies occur in the major generals' fixed establishment.

16. That any captain, major, or lieutenant colonel may be rewarded by brevet promotion for distinguished services in the field; but no officer receiving such brevet promotion shall be permitted to exchange brevet for substantive rank, except for conspicuously distinguished service in the field, and unless substantive rank could not at first, and at the time, have been awarded to him, and that for the interest of the service he shall have been allowed temporarily to take brevet rank instead; and in every case in which such exceptional promotions shall be given, the recommendation in which the service of the officer shall be detailed shall be published in the general orders of the army and in the *London Gazette*.

17. That no officer who held brevet rank, and was considered eligible under the 13th Clause of our Warrants of the 6th October and 3d November, 1854, to have that rank converted into substantive rank, can any longer retain that privilege; but a captain and brevet field officer, while continuing in the command of his company, shall receive the pay of major—*i. e.*, an increase of 2*s.* 5*d.* a day; and, if reduced to half pay, shall receive 9*s.* 6*d.* a day, the half pay of major.

A captain and brevet field officer of the same class commanding a troop of cavalry shall be allowed an addition of 2*s.* 5*d.* a day to the pay of captain, and, if reduced to half pay, the half pay of a major of infantry.

A regimental major who has attained the brevet rank of lieutenant colonel under similar circumstances shall, if he remain on full pay, receive an addition of 1*s.* a day to the pay of major, and, if reduced to half pay, the half pay of a lieutenant colonel of infantry—viz., 11*s.* a day.

18. That the commands of general officers, and other situations on the staff, both at home and abroad, shall not be held for more than five years, unless by re-appointment under special circumstances.

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19. That the names of field officers permitted to retire from the army by the sale of their commissions shall be retained in the Army List in italics, *with the permission of our Commander in Chief in each case.*

20. That no officer shall be promoted to the rank of captain until he shall have been two years an effective subaltern; nor to that of field officer until he shall have been six years in the service.

UNATTACHED PAY, RETIRED FULL PAY, AND HALF PAY.

21. It is our further will and pleasure that the grants of unattached pay, and other rates of pay, to general officers, not being colonels of regiments, and of retired full pay, and of half pay, to officers of our army, shall be regulated by this our Royal Warrant, to be administered and interpreted by our Secretary of State for War, as the sole and standing authority for regulating such grants.

Unattached Pay.

22. Officers removed from their commissions as field officers in regiments of foot guards, in consequence of being promoted to be general officers, shall receive unattached pay according to the following scale: viz., lieutenant colonel, £600 a year; major, £550 a year.

23. Officers promoted to be general officers from full or half pay commissions in the line shall, if duly qualified to be placed on the fixed establishment, receive unattached pay of £1 5*s.* a day.

24. Regimental colonels of artillery and engineers, promoted to be general officers, shall receive the net full pay of their former rank, and regimental field officers of those corps so promoted shall receive the unattached pay of £1 5*s.* a day until they shall be appointed colonels commandant of battalions.

25. A general officer being colonel of a regiment, in the event of his regiment being reduced, may be placed, in the first instance, as supernumerary upon the said establishment of unattached pay, at £1 5*s.* a day; but shall fall into the first vacancy that may occur therein, until re-appointed colonel of a regiment.

26. A colonel promoted to the rank of general officer, as a reward for distinguished service in war, or in consequence of having held a command with temporary rank as general officer, shall, while supernumerary to the fixed establishment, receive the unattached pay of £400 a year, until he shall fall into a vacancy on the fixed establishment of general officers.

27. To entitle an officer to the unattached pay of a general officer, such officer must have actually *served six years* with the rank of a regimental field officer, either in the Royal Artillery, Royal Engineers, or with a regiment of the guards or line, or in some other substantive military employment in the public service, or as mounted officer of the foot guards, or in either of the appointments detailed in Clause 8 of this warrant, excepting that of equery to the Sovereign, in which appointment eight years' service will be required, or, having obtained the rank of regimental field officer, shall have been obliged to go upon half pay on account of reduction, or in consequence of ill health contracted in the service (as established by the report of a board of medical officers), or in consequence of wounds received in action before he had served the six or eight years prescribed in this our Royal Warrant.

28. The benefit of unattached pay shall not be extended to any general officer who, when he last went upon half pay, received the difference, unless he had previously paid it; nor to any officer who went upon half pay at his own request in time of war, before he had completed an aggregate full pay service of thirty years, of which period six years shall have been with the rank of regimental field officer; nor to any officer who went upon half pay

at his own request in time of peace, before he had served six or eight years, as in the preceding article, with the rank of regimental field officer.

Officers thus situated shall continue to receive the half pay only of which they were in receipt at the time of their promotion to be general officers.

Promotion Retirement &c., of Officers.

Retired Full Pay.

29. The retired full pay list of field officers and captains of the guards and line shall be fixed at £60,000 a year, and of the artillery and engineers at £48,000 a year; all officers who were on the full pay retirement previously to the Royal Warrant of 1840 being considered supernumerary to the establishment of £60,000 and £48,000 respectively.

30. The colonels, lieutenant colonels, majors, and captains of the guards and line allowed to retire upon full pay shall be selected and recommended to us by our Commander in Chief, with the concurrence of our Secretary of State for War, and appointed according to their regimental, and not according to their brevet rank; but no officer shall be placed on the retired full pay list who has not served on full pay of a regiment, or in a staff situation, for an aggregate period of thirty years, unless under special circumstances, arising from ill health contracted in the service, or in consequence of wounds received in action, it shall be deemed expedient by our Secretary of State for War to reduce such service to any shorter period than thirty years.

31. The retirement of officers of the Royal Artillery and Royal Engineers shall not be confined to the ranks of lieutenant colonel, captain, and lieutenant, but may include a proportion of unattached general officers and regimental colonels, who, relinquishing the prospect of succeeding to the command of battalions, shall be permitted to retire on £600 a year.

32. Lieutenant colonels of Royal Artillery and Royal Engineers, with the rank of colonel, of not less than thirty years' service, will be permitted to retire on £400 a year; and lieutenant colonels of shorter periods of service, and officers of inferior rank of artillery and engineers on their regimental pay, subject to the provisions of Clause 30, as to unfitness from ill health and wounds received in action.

33. The retired pay of lieutenant colonels shall be 20*s.* a day.

34. Each officer placed on the retired full pay list shall receive a step of honorary rank, together with the full pay of the rank from which he retired (or the special rates applicable to officers of the Royal Artillery and Royal Engineers); but such officer cannot be further promoted.

35. The regimental field officers of Royal Artillery and Royal Engineers who have been placed on the retired full pay list, or who may have retired on half pay as such, in consequence of wounds or ill health contracted in the service anterior to our Warrant of the 3d November, 1854, shall be promoted in succession up to the rank of colonel and general officer, when those who stood next below them on the effective establishment are so promoted. On attaining the rank of general officer, a number not exceeding eight of the Royal Artillery and four of the Royal Engineers shall be allowed to receive £400 a year each, and the two seniors of the Royal Artillery and the senior officer of the Royal Engineers who shall have been promoted shall each receive £50 a year in addition to the before-mentioned sum of £400 per annum.

36. Officers appointed to veteran battalions shall not, on their reduction or retirement therefrom, acquire any claim to retired full pay.

37. That officers commanding regiments shall be required to retire therefrom on attaining 60 years of age, unless it be reported to our Commander in Chief by the general officer inspecting a regiment that its condition and discipline are such as to prove that it would be advantageous to the service for the commanding officer to continue in the command of his

Promotion, Retirement, &c., of Officers.

corps. Officers retiring under this provision will be allowed the rate of retired full pay fixed by this our Royal Warrant, retaining their prospect of becoming general officers, and their right to unattached pay as general officers in lieu of retired full pay, provided such officers shall at the period of their retirement hold the rank of colonel in the army, and have fulfilled the conditions of service required by Article 27.

Temporary Allowance in the nature of Half Pay.

38. *Service of less than Three Years.*—An officer having served less than three years will, *if reduced*, receive only a *temporary* allowance of half pay, according to the following scale:—

Services on Full Pay.	Temporary Allowance.
Under 1 year, ...	For 1 year.
1, and under 2 years, ...	For 2 years.
2, and under 3 years, ...	For 3 years.

The *temporary* allowance ceases at the termination of the above-recited periods, or sooner, if the officer shall have been previously placed on full pay.

39. *Re-appointment within Five Years.*—An officer who has been placed on *temporary* half pay is eligible to be appointed to a full pay commission, either by exchange or otherwise, provided his appointment take place within *five* years after he has ceased to receive *temporary* half pay, in which case his former service is allowed to reckon.

40. The exchange to full pay under the preceding article may be made with a full pay officer entitled to half pay.

41. *Sale of Commission.*—An officer who has been reduced with only a *temporary* allowance, having purchased his commission, may receive the regulated price thereof from the public through our Secretary of State for War, and the public shall be reimbursed by the sale of a first full pay commission which would otherwise have been conferred without purchase; but these sales shall not be required in any greater proportion than one for every two such vacated commissions.

Half Pay.

42. *Liability to Forfeiture.*—The half pay of the army is granted as a remuneration for past military services, and also as imposing an obligation on the officer to return to his military duties whenever called upon; therefore any officer not obeying the call is liable to forfeit his half pay, if not incapacitated by illness.

43. *Wounds received in Action.*—An officer shall be entitled to be placed on the half pay establishment if compelled to retire in consequence of wounds received in action.

44. *Ill Health contracted on Duty.*—An officer having served more than three years shall be entitled to be placed upon the half pay establishment if compelled to retire in consequence of ill health contracted on duty, as certified by the medical board or medical officers to whom he has been referred for examination. Unless the result of such examination be received by our Commander in Chief and Secretary of State for War, he will be considered to have retired upon half pay for his own convenience.

45. *Reduction after Three Years' Service.*—An officer having actually done duty in some regiment or corps, or in some other military capacity, as a commissioned officer in the public service for a period of at least three years, shall be entitled to be placed on the half pay establishment on *reduction* from full pay.

46. *Permanent Half Pay only after Twenty-one Years' Service.*—No officer

shall be permitted to retire upon permanent half pay until after a full pay service of twenty-one years, except on account of unfitness for service from wounds received in action, or from certified ill health contracted in and by military service, or as provided in Clause 51 for officers of the Royal Artillery and Royal Engineers. Promotion, Retirement, &c., of Officers.

47. *Garrison Appointments.*—No garrison commission or appointment shall give an officer any claim to half pay on retirement.

48. *Residence of Half Pay Officer.*—The residence of the half pay officer is to be stated every quarter in his declaration, whether his half pay be received by an agent or by himself.

49. *No Right to Sell or Commute.*—No officer on half pay shall, of right, have a claim to sell or commute his half pay; the permission shall be governed by such consideration of the individual case as may induce our Secretary of State for War and Commander in Chief to recommend it.

50. *Sale of Commission by Officers having a Claim to Half Pay.*—If a subaltern officer whose service confers a claim to half pay be desirous of retiring from the army by the sale of his commission, the following rules should be observed:—

1. If he purchased his commission, the regulated price may be granted (whether he should be receiving half pay or a temporary allowance in the nature of half pay).
2. If he did not purchase his commission, and had served less than seven years on full pay in the army, he may be allowed to receive £100 for each year of service as a commissioned officer, not, however, exceeding the regulated price of the commission he held.
3. If a non-commissioned officer shall have been promoted to the rank of an ensign, or cornet, or adjutant, he shall not have a claim to retire, by the sale of his commission, unless he shall have served in the army as an officer on full pay upwards of one year, in which case he may be awarded the full price of the commission which he shall have received without purchase, or such proportion thereof as, with reference to the length of his actual service, shall be deemed proper by our Secretary of State for War and Commander in Chief.

51. *Artillery and Engineer Officers retiring on Half Pay at their own Request.*—The following number of officers of the Royal Artillery and Royal Engineers will be permitted to retire on permanent half pay at their own request:—

	Artillery.		Engineers.	
Lieutenant Colonels,	2	annually.	1	annually.
Captains of not less than 24 years' service,	3	every two years.	3	every two years.
Lieutenants of not less than 20 years' service,	1	every two years.	1	every two years.

Officers who may have been previously on temporary half pay, in consequence of reduction, will be allowed to reckon such time in making up the requisite number of years of service.

Officers retiring under this clause shall not be eligible for any further promotion.

52. *Certain Officers who have been permitted to Retire for their own Convenience.*—An officer of any of the under-mentioned ranks, having entered the service since the termination of the war in 1815, and having been permitted to exchange to half pay, not on account of ill health, but for his private convenience, before he had served seven years on full pay, shall be allowed only the old rate of half pay specified in the following schedule:—

Promotion, Retirement, &c., of Officers.

	Cavalry.		Infantry.		Artillery and Engineers.	
	New Rate.	Old Rate.	New Rate.	Old Rate.	New Rate.	Old Rate.
	Per Diem. s. d.	Per Diem. s. d.	Per Diem. s. d.	Per Diem. s. d.	Per Diem. £ s. d.	Per Diem. £ s. d.
Colonel Commandant, . .	...	...	...	...	1 15 4	1 2 0
Colonel, ...	15 6	13 0	14 6	12 0	0 16 9	0 12 0
Lieutenant Colonel, . .	12 6	10 0	11 0	8 6	0 11 8	0 8 6
Lieut. Colonel on Major's pay,	...	...	...	...	0 10 1	0 7 6
Major, ...	10 0	8 0	9 6	7 6	...	...
Captain, ...	7 6	5 6	7 0	5 0	0 7 4	0 5 0
Ditto of Artillery, Engineers, and Infantry, having superior Brevet Rank, and provided he shall have served as Captain on full pay for at least two years immediately before retirement to half pay,	...	...	8 0	...	0 8 4	...
Ditto of Cavalry, with Brevet Rank, exchanging to half pay, after two years' full pay service, with a Captain of Infantry, ...	...	...	7 6	...	...	...
Lieutenant, ...	4 8	3 0	4 0	2 4	0 4 2	0 2 6
Ditto of Artillery, Engineers, and Infantry, if commissioned seven years as a Lieutenant in the Regular Army, at the date of being placed upon half pay, . .	...	...	4 6	...	0 4 8	0 2 6
Ditto of Cavalry of five years' standing, if entitled to reckon two years for the Battle of Waterloo, . .	5 2	...	...	...	...	...
Cornet, ...	3 6	2 6	...	...	...	...
Junior Lieutenant of Artillery or Engineers, . . .	...	...	...	...	0 3 2	0 2 0
Ensign, ...	...	...	3 0	1 10	...	...
Adjutant, if not commissioned as Lieutenant, . . .	4 0	4 0	4 0	4 0	...	...

If the retirement should be for the public convenience, by reduction or otherwise, or in consequence of ill health certified by a medical board, the officer will be allowed the new rate of half pay.

53. *Promotion to Unattached Rank and Half Pay.*—For every three vacancies occurring by death on the British half pay list, in the rank of colonel and lieutenant colonel, one major serving upon full pay may be promoted to the unattached rank and half pay of a lieutenant colonel, viz.—11*s.* a day: in like manner, for every three vacancies in the rank of major, one captain may be promoted from the full pay to the unattached rank and half pay of a

major; and for every three vacancies in the rank of captain, one lieutenant may be promoted to the unattached rank and half pay of captain. Promotion Retirement &c., of Officers.

The officers so promoted under this regulation shall retain their claims to pensions for their widows at the rate accorded to their new ranks.

The vacancies which these promotions will create on the full pay list shall be in all cases filled from the half pay list.

54. Service on the staff shall be considered as full pay service.—O. W.

Given at our Court at St. James's this fourteenth day of October, 1858, in the twenty-second year of our reign.

By Her Majesty's Command. J. PEEL.

H. G. Gen. Ord., 744 (*Ext.*) 23*d Feb.*, 1860.

"1. HIS Royal Highness the General Commanding in Chief having "had under consideration the present expenses necessarily incurred by "officers of cavalry, and anxious to reduce them as far as practicable, has "the satisfaction of announcing to the army that Her Majesty the Queen "has been pleased to approve of a reduction of the regulation prices for com-"missions in the cavalry of the line, which will accordingly for the future "be as follows, viz:— Cavalry Commissions.

"Lieutenant Colonel,	£4,500	instead of	£6,175
"Major,	3,200	,,	4,575
"Captain,	1,800	,,	3,225
"Lieutenant,	700	,,	1,190
"Cornet,	450	,,	840

"The difference in value between the late and proposed regulation price of "a cavalry commission will be paid to the retiring officer from the reserve "fund at the disposal of the Secretary of State for War.

"The price which an officer will pay, on promotion by purchase to the "higher ranks, will be—

"Major to be Lieutenant Colonel,	£1,300	instead of	£1,600
"Captain to be Major,	1,400	,,	1,350
"Lieutenant to be Captain,	1,100	,,	2,035
"Cornet to be Lieutenant,	250	,,	350

"3. The General Commanding in Chief is further pleased to approve of "each officer of a regiment of cavalry being allowed two soldiers to attend "him and groom his horses, employed for regimental purposes, when pre-"sent in quarters or absent on duty.

"One of these bâtmen is to be held available for mounted parades, when, "owing to the absence or want of men, there may be unappropriated "horses.—C.S." By Order. G. A. WETHERALL, *Adj. Gen.*

H. G. Gen. Ord., 753. 1*st June*, 1860.

THE following additional regulations, consequent on the reduction of the prices of commissions in the cavalry, having been approved by Her Majesty, are promulgated to the army:— Cavalry Commissions.

In cases where an officer of the cavalry, who was in the service previous to the 31st January, 1860, would, on exchanging from cavalry to full or half pay of infantry, have been entitled, under the regulations then existing, to receive the difference between the cavalry commission which he then held and infantry, according to the rates fixed for the several ranks, he will, if the exchange be permitted, be allowed to receive the difference from the reserve fund.

Cavalry Commissions.

Captains of cavalry, who have not had the benefit of the new regulations in the purchase of any previous step, will only be required, on purchasing a majority, to pay £1,350, and the additional £50 will, in those cases, be paid to the retiring officer from the reserve fund.

Those captains, however, who have purchased any of their previous steps under the new regulations, will be required to pay the regulated price of £1,400 for the majority.—C.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 758. *29th June*, 1860.

Temporary Major Generals.

HER MAJESTY THE QUEEN having been pleased to command that officers serving on the staff as temporary major generals shall take rank with each other according to the dates of their commissions as colonels, and as junior to all permanent major generals, but as senior to brigadiers, the General Commanding in Chief desires that Her Majesty's pleasure to the above effect may be made known in the general orders of the army.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 61. *24th Aug.*, 1860.

Staff Service—Brevet F. O.

IT has been decided by the Secretary of State for War, with the concurrence of His Royal Highness the General Commanding in Chief, that captains having brevet rank as field officers, at present holding certain staff situations, as pointed out by the 8th Clause of the Royal Warrant of the 14th October, 1858, are permitted to count their services in those situations towards the rank of colonel; but no captain holding brevet rank of field officer, who may in future be appointed to such situations, will be allowed to count his services in them towards the rank of colonel.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

VICTORIA R. *W. O. Circ.*, 643.

Promotion to General Rank—Brevet F. O.

WHEREAS it has been represented to us that it is expedient to exempt, in certain cases, officers who have been, or shall hereafter be, promoted for service in the field from the condition in our Royal Warrant of the 14th October, 1858, which requires six years' service in the rank of regimental field officer to entitle an officer to the unattached pay of a general officer, it is our will and pleasure that when captains of our army who have been, or shall hereafter be, promoted to the rank of field officer by brevet for service in the field shall continue to serve uninterruptedly, either regimentally or on the staff, from the date of their promotion by brevet to the date of their obtaining the rank of major general, they shall be entitled to the unattached pay of that rank, and be placed on the fixed establishment of general officers, notwithstanding they may not have served six years with the regimental rank of field officer with a regiment, or in one of the situations specified in Clause 8 of the Warrant of the 14th October, 1858, as required by Clause 27 of the said Warrant.

It is our further will and pleasure that the aforesaid officers shall also be exempt from the six years' qualifying service as regimental field officers, and be entitled to succeed to the fixed establishment of general officers, if, after obtaining the rank of colonel, they shall be obliged to go on half pay in

consequence of ill health contracted in and by the service, as established by a medical board, or in consequence of wounds received in action.—R.

Promotion to General Rank—Brevet F. O.

Given at our Court at St. James's this fifth day of November, 1860, in the twenty-fourth year of our reign.

By Her Majesty's Command. SIDNEY HERBERT.

H. G. Gen. Ord., 776. *8th Feb.*, 1861.

THE General Commanding in Chief, with the concurrence of the Secretary of State for War, has decided that whenever *substantive* field officers fill the appointments of major of brigade, or assistant inspector of volunteers, they shall be placed on the same footing as assistant adjutant generals, with regard to counting service in those situations towards the six years required to entitle them to the unattached pay of general officers, on the attainment of that rank, but upon the distinct understanding that this boon will not carry with it any increase of pay or allowances.—R.

Promotion to General Rank—F. O. on Staff.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 106. AT HOME AND ABROAD. *15th Feb.*, 1861.

1. HIS Royal Highness the General Commanding in Chief has had under his consideration the necessity of recalling to full pay service all officers now on half pay who are able to serve, and wishing also to give to officers on half pay the opportunity of retiring from the service by the sale of their commissions, he hereby announces, with the concurrence of the Secretary of State for War, that they will be permitted to do so, to a limited extent, in the manner and under the restrictions hereinafter specified.

Sale of Half Pay Commissions.

2. This arrangement to include general officers who may be in receipt of the half pay only of the regimental rank in which they retired.

3. The individuals disposed to avail themselves of this arrangement shall make application to the General Commanding in Chief, through the military secretary, according to the form annexed.

4. The sales to take place under the following restrictions, viz. :—

No person to be allowed to sell who has passed the age of sixty years, or who cannot produce a certificate from the army medical department at head-quarters, or, if in a colony, the certificate of a medical board, or if no medical board can be assembled, the certificate of the senior medical officer, showing that his retirement does not result from impaired constitution threatening earlier dissolution than a person of his age may expect in the common course of nature.

5. The price of the commissions to be paid to the officers selling out shall be the regulation price of the rank in which they retired, or such portion as their services may entitle them to, less the difference received by them between full and half pay.

6. It is to be understood that no officer on the half pay list who may hold a garrison situation will be permitted to retain it if he should sell under this arrangement.

7. The time allowed for the operation of this regulation shall be limited to six months for officers at home, and to one year for officers residing in the colonies.

8. Officers selling their commissions under this regulation will be granted the brevet rank to which they might be entitled had they been restored to full pay, to sell in the usual manner, their names being retained as retired officers in the *Army List accordingly.*

Sale of Half Pay Commissions.

9. As the funds at the disposal of the Secretary of State for War for this purpose are limited, the applications will be considered in the order in which they are received; and when the funds are expended, no further sales will be allowed.

10. Officers of artillery and engineers on the half pay list who may be desirous of availing themselves of the benefit of this regulation, so far as the provisions thereof can be made applicable to them, are at liberty to make application accordingly; but as such officers are not, under ordinary circumstances, eligible to dispose of their commissions by sale, each application, as received, will be specially considered with reference to the previous service of the officer.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

FORM of APPLICATION to be allowed to Retire from the Army by the Sale of Commission.

Name of Officer.	
Rank of Officer.	
Regiment from which he retired.	
Date of being placed on half pay.	
Rate of half pay.	
Present age.	—— years, —— months.
Whether he received the difference between full and half pay? If so, state the amount.	
Whether he received the difference between cavalry and infantry commissions? If so, state the amount.	
Whether he is desirous (if not above sixty years of age) of retiring by the sale of his commission at the regulation price, deducting therefrom any difference received on going to half pay?	
If he is not desirous of selling, is he prepared to return to full pay, if called upon to do so?	

H.

H. G. Circ. Mem., 118. AT HOME AND ABROAD. 16*th March*, 1861.

Staff Service—Substantive Majors.

HIS Royal Highness the General Commanding in Chief, with the concurrence of the Secretary of State for War, is pleased to direct that substantive majors, holding one of the appointments on the staff enumerated in

Clause 8 of the Warrant of 14th October, 1858, shall obtain the brevet rank of lieutenant colonel on relinquishing their appointment on the termination of five years' service; provided their duties have been discharged to the satisfaction of the general officers under whom they have served.—o. Staff Service—Substantive Majors.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

VICTORIA R. *W. O. Circ.*, 675.

WHEREAS we have judged it expedient to revise certain parts of our Royal Warrant of the 14th October, 1858, which regulate the full and half pay retirements of officers of our army, it is our will and pleasure that, instead of the provisions contained in Clauses 30, 45, and 46 of the aforesaid warrant, which are hereby cancelled, those contained in this our Royal Warrant shall be adopted. Full and Half Pay Retirements.

New Clause 30.

The colonels, lieutenant colonels, majors, and captains of the guards and line allowed to retire upon full pay shall be selected and recommended to us by our Commander in Chief, with the concurrence of our Secretary of State for War, and appointed according to their regimental, and not according to their brevet rank.

But no officer shall be placed on the retired full pay list until after a service of thirty years as a commissioned officer on full pay of a regiment, or in a staff situation; or, if promoted from the ranks, until after an aggregate period of not less than thirty years' service in all grades, of which at least fifteen years shall have been as a commissioned officer on regimental full pay or ont he staff; unless under special circumstances, arising from ill health contracted in the service, or in consequence of wounds received in action, it shall be deemed expedient by our Secretary of State for War to reduce such service to any shorter period than thirty years.

New Clause 45.

An officer having actually done duty in some regiment or corps, or in some other military capacity as a commissioned officer in the public service, for a period of at least three years, shall be entitled to be placed on the half pay establishment on *reduction* from full pay.

An officer who has been promoted from the ranks shall be entitled to the benefit of this provision after one year's service on full pay as a commissioned officer, and at least five years' service as a non-commissioned officer.

New Clause 46.

No officer shall be permitted to retire upon permanent half pay until after a service of twenty-five years as a commissioned officer on full pay of a regiment or in a staff situation; or if promoted from the ranks, until after an aggregate period of not less than twenty-five years' service in all grades, of which at least ten years shall have been as a commissioned officer on regimental full pay or on the staff; unless the retirement shall be occasioned by unfitness for service, resulting from wounds received in action, or from ill health, certified to have been contracted in and by military service, or shall be in accordance with the provisions laid down for officers of the Royal Artillery and Royal Engineers in Clause 51 of our Royal Warrant of the 14th October, 1858.

Additional Clause.

The provisions in Clauses 30, 45, and 46, for officers of the guards and line

Full and Half Pay Retirements.

promoted from the ranks, are also applicable to the same class of officers of the Royal Artillery and Royal Engineers.—O. W.

Given at our Court at St. James's this twenty-eighth day of March, 1861, in the twenty-fourth year of our reign.

By Her Majesty's Command. HERBERT.

H. G. Gen. Ord., 789. *20th June*, 1861.

Staff Service—Substantive F. O.

HIS Royal Highness the General Commanding in Chief, with the concurrence of the Secretary of State for War, is pleased to extend to substantive field officers, filling the situations of deputy assistant adjutant general and deputy assistant quarter-master general, the privilege conferred in the General Order dated Horse Guards, 8th February, 1861 (No. 776), of reckoning service towards the qualifying period required to entitle officers to the unattached pay of general officers on attaining that rank, with the distinct understanding that this boon is not to carry with it any increase of pay and allowances to the staff appointments referred to.—R.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 168. AT HOME AND ABROAD. *29th Nov.*, 1861.

Medical Certificate on Exchange.

HIS Royal Highness the General Commanding in Chief desires that all applications on the part of officers for exchange shall be accompanied by a certificate from a military medical officer that the applicant "is in a fit state of health to serve in any climate."—E.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

VICTORIA R. *W. O. Circ.*, 735.

Amalgamation with Indian Army.

WHEREAS we have judged it expedient to approve of the amalgamation of the general and field officers of our Indian armies with the general and field officers of our regular army, our will and pleasure is, that such amalgamation, and the promotion of the officers to higher rank, shall be carried into effect in the manner prescribed in the regulations hereunto annexed.

Given at our Court at St. James's, this first day of January, 1862, in the twenty-fifth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

Regulations, (Ext.)

"9. Upon the transfer of the present twelve regiments of European cavalry "and infantry of the Indian army to the British army, a like number of general "officers will be taken off the Indian establishment, and will, as colonels of "such regiments, be transferred, according to the dates of their commissions, "to the fixed establishment of general officers of the British army.

"But as the number (twelve) of general officers thus brought from the "Indian establishment is less than the proportion (fifteen) of general officers "due to the number of combatant officers belonging to the transferred "regiments, an addition of three general officers shall, on this account, "be made to the unattached list of the British army at the time referred to "in paragraph 8 of this warrant.

"And in making these additions to the list of general officers, the propor-

"tions of the different grades of general officers now on the establishment of "the British army shall be maintained.

Amalgamation with Indian Army.

"10. The field officers coming to the British army with these regiments "shall take their position on the general list of field officers according to "the date of their army rank, by which their future promotion shall be "governed."—A. W.

H. G. Gen. Ord., 807. 19*th Feb.*, 1862.

Non-Purchase Corps.

WITH regard to the addition of twelve non-purchase regiments of the line to the British army, His Royal Highness the General Commanding in Chief is pleased, with the concurrence of the Right Honourable the Secretaries of State for War and for India, to establish the following regulations:—

1. In non-purchase corps of the line no officers can sell their commissions. Those who enter from the Indian service retain their claim to Indian pension, and all others are entitled, with Her Majesty's approval, to retire on full or half pay according to the terms of Her Majesty's Warrants of the 14th October, 1858, and 28th March, 1861.

2. An officer joining a purchase regiment from the Indian service will be placed on the same footing in all respects with the rest of the officers of that regiment.

Having forfeited all claim to Indian pension, he will become entitled to retire on full pay or half pay under the warrants above specified.

Non-purchase officers of such regiments have the privilege of receiving, subject to the consent in each case of the General Commanding in Chief, and of the Secretary of State for War (which is liable to be withheld if the retirement results from misconduct), an allowance, on retirement, of £100 for each year's service, whether in the British or Indian army, provided the total amount does not exceed the price of the commission resigned.—N.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 186. AT HOME AND ABROAD. 28*th Feb.*, 1862.

Sale of H. Commissions.

HIS Royal Highness the General Commanding in Chief has been pleased, with the concurrence of the Secretary of State for War, to extend, until further notice, the operation of the Circular Memorandum No. 106, of the 15th February, 1861 (under the restrictions therein specified), permitting the retirement of half pay officers by the sale of their commissions, and recalling to full pay such as are able to serve.—H.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

VICTORIA R. *W. O. Circ.*, 766.

Major's Staff Service—Sandhurst Appointments.

WHEREAS it has been represented to us that it is expedient to improve the position of regimental majors holding staff appointments in our army, and of captains and subalterns of the cavalry and infantry employed at the Royal Military College, Sandhurst, it is our will and pleasure that, from the date of this our Royal Warrant, officers of the regimental rank of major serving on full pay, who may be appointed to the staff of our army as assistant adjutant generals or assistant quarter-master generals, and captains and subalterns of the cavalry and infantry serving on full pay, who may obtain employment as professors and masters, or as captains of companies of gentlemen cadets, or on the staff at the Royal Military College, Sandhurst, shall, under the regulations hereunto annexed, be continued on the strength of their regiments as supernumerary officers, and retain their position and

ajor's aff rvice—ndhurst ppoint-ents.

claim to promotion therein, the majors on the staff receiving as regimental pay an amount equal to the half pay of their rank, in addition to staff pay, and the officers employed at the Royal Military College a fixed rate of college pay in lieu of regimental pay.

It is also our will and pleasure that officers of the substantive rank of major, who have completed their term of service in the staff appointments of assistant adjutant general, assistant quarter-master general, military secretary, and assistant military secretary, and have performed the duties thereof to the satisfaction of the General Commanding in Chief of our army, and of our Secretary of State for War, shall, on removal from the staff, be promoted by brevet to the rank of lieutenant colonel.

It having also been represented to us that it is expedient to revise the system under which artillery and engineer officers are at present employed in appointments on the staff corresponding with those hereinbefore mentioned, as well as in those of deputy adjutant general, deputy quarter-master general, and colonel on the staff, it is our further will and pleasure that regimental colonels and lieutenant colonels of artillery and engineers, who may hereafter be nominated to such appointments, shall be placed on the same footing in respect to pay as officers of cavalry and infantry, and that such officers, as well as colonels of artillery commanding certain districts or divisions with the rank of colonel on the staff, and captains and subalterns of the Royal Artillery and Royal Engineers employed at the Royal Military College and Royal Military Academy, shall be governed by the regulations hereunto annexed.

Given at our Court of St. James's this twenty-first day of June, 1862, in the twenty-sixth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

Regulations referred to in the preceding Warrant.

1. On the appointment of a regimental major to the staff, under the provisions of the annexed Royal Warrant, the step will go in the regiment without purchase; the cornetcy or ensigncy vacated by this promotion being filled by purchase, for the benefit of the reserve fund.

2. On removal of the major from the staff on completion of the regulated period of staff service—viz., five years—or on the resignation of his appointment on grounds satisfactory to the General Commanding in Chief and Secretary of State for War, he will continue, as a supernumerary officer, to receive as regimental pay an amount equal to the half pay of his rank (even though he may then be the senior major of the regiment), till a vacancy shall occur into which he can fall.

3. If, however, a vacancy shall happen by the sale of the lieutenant colonelcy, and the supernumerary major shall purchase, the existence of the supernumerary majority will be put an end to by payment from the reserve fund of the difference between the amount to be paid by the major so promoted and the value of the lieutenant colonelcy.

4. If the major on the staff shall die while so employed, no promotion will take place, as the regiment will already have had the benefit of promotion. in the vacancy occasioned by his appointment to the staff; but any other death-vacancy occurring among the field officers will be filled, as usual, by promotion without purchase, unless there be a supernumerary major whose period of service on the staff has expired.

5. If the major, while employed on the staff, shall succeed to the lieutenant colonelcy of the regiment, whether by purchase or otherwise, he will be required to relinquish his staff appointment and join his regiment.

6. If the major, while employed on the staff, shall hold the rank of brevet lieutenant colonel, he shall, on attaining the rank of regimental lieutenant colonel, reckon his staff service as qualifying service for the rank of colonel under the five years' rule, as provided in Clause 9 of the Warrant of the 14th October, 1858, for majors and brevet lieutenant colonels falling into the temporary command of regiments. Major' Staff Service Sandh Appoi ments.

7. If the major shall resign his staff appointment on grounds not satisfactory to the General Commanding in Chief and Secretary of State for War, or be displaced for misconduct or incapacity, he will cease to be entitled to the benefit of this regulation, and be placed upon the half pay list.

8. Vacancies occasioned by the appointment of captains and lieutenants to the Royal Military College, Sandhurst (comprising the staff college and cadet's college), under the provisions of the warrant, will be filled up in the regiment without purchase, the cornetcy or ensigncy vacated by promotion, or by appointment to the Royal Military College, being filled by purchase, for the benefit of the reserve fund.

9. If a captain should be promoted to the rank of major, or a lieutenant to the rank of captain, or a cornet or ensign to the rank of lieutenant, by purchase, while at the Royal Military College, Sandhurst, the difference between the sum paid by him and the full value of the superior commission will be made up from the reserve fund, thereby putting an end to the supernumerary commission vacated by him; but a captain, on attaining the rank of major, whether by purchase or otherwise, will be required to join his regiment.

10. On promotion to higher regimental rank of a supernumerary cornet, ensign, or lieutenant, whether by purchase or otherwise, he will become a supernumerary in his new grade, and will carry up with him the officer next for promotion.

11. The principle in Clauses 2, 4, and 7 of these regulations, applicable to majors on the staff, shall govern the appointments at the Royal Military College, Sandhurst, whatever may be the regimental rank of the officer.

12. Regimental colonels, and lieutenant colonels of artillery and engineers employed as colonels on the staff, and in other situations on the general staff referred to in the Warrant, will remain on the establishment of their brigades or corps, but will, in accordance with the practice in other branches of the service, only be allowed a sum equal to the half pay of their regimental rank in addition to staff pay.

13. Regimental colonels of artillery commanding certain districts or divisions, with the rank of colonel on the staff, will remain on the establishment of their brigades, receiving such a reduced rate of staff pay as, with regimental full pay, will be equal in the aggregate to the established rate of regimental half pay and the full rate of staff pay.

14. Lieutenant colonels of artillery and engineers holding the appointment of deputy adjutant general or deputy quarter-master general, may retain their staff appointments when promoted to the regimental rank of colonel, should such promotion happen during the period prescribed for holding their staff appointments.

15. Lieutenant colonels of artillery and engineers filling the appointments of assistant adjutant general or assistant quarter-master general, will be required to relinquish their staff appointment on promotion to the rank of regimental colonel, should such promotion take place during their term of staff service.

16. Captains and subalterns of the Royal Artillery and Royal Engineers employed as professors and masters at the Royal Military College, Sandhurst (comprising the staff college and cadets' college), and Royal Military Academy,

Major's Staff Service—Sandhurst Appointments.

Woolwich, and as assistant inspector of studies at the latter institution, will be continued as at present on the strength of their regiment or corps, as supernumeraries to the establishment, and receive their pay and allowance, under the regulations specially applicable to supernumerary captains and subalterns.

17. Captains of the Royal Artillery and Royal Engineers, if promoted to the rank of regimental field officer during the term of their employment as professors and masters, will be required to relinquish their appointments and join their brigades or corps.

18. Although the Clauses from 12 to 17 have been framed with special reference to officers of artillery and engineers, it is to be understood that the general provisions of these regulations are also to be adopted in every way in which they can be made applicable to those two services.—M.S.S.W.

H. G. Circ. Mem., 220. AT HOME AND ABROAD. *2d Sept.*, 1862.

Medical Certificate on Sale.

HIS Royal Highness the General Commanding in Chief notifies, for the information of the army, that no application from any officer to retire from the service by the sale of his commissions will, under any circumstances, be entertained, unless the application be accompanied by a military medical certificate of the state of health of the officer who desires to retire.

In all cases where the whole of the commissions have not been purchased, the foreign service of the officer should be detailed.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

VICTORIA R. *W. O. Circ.*, 803.

Temporary Half Pay.

WHEREAS by our Royal Warrant of 28th March, 1861, we were pleased to revise Clauses 30, 45, and 46 of our Royal Warrant of 14th October, 1858; and whereas it has been represented to us that it is expedient to further revise Clause 46 of the said Royal Warrant of 14th October, 1858: our will and pleasure is, that officers of less than twenty-five years' service who have performed sufficient service to justify a temporary retirement from active duty may be permitted to exchange to temporary half pay with any officer of corresponding rank already on the half pay list who may be desirous of returning to full pay to serve or to sell, provided the age and other qualifications of the officer returning to full pay shall be approved by the Field Marshal Commanding in Chief of our army, and our Secretary of State for War; and provided, also, that the grounds upon which the retiring officer applies for permission to go to temporary half pay shall be satisfactory to the Field Marshal Commanding in Chief, and our Secretary of State for War, and that the arrangement shall not be disadvantageous to the public service.—H.W.

Given at our Court at St. James's this thirty-first day of January, 1863, in the twenty-sixth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

VICTORIA R. *W. O. Circ.*, 809.

Half Pay.

WHEREAS we have judged it expedient to revise that part of our [illegible]t of the 14th day of October, 1858, which relates to garrison appointments, our will and pleasure is, that, instead of the

provisions contained in Clause 47 of the said Royal Warrant, the following shall be adopted:— Half Pay Garrison Appointments.

"No garrison commission or appointment shall give an officer any claim "to half pay on retirement, except in the case of a first promotion thereto "from the ranks, when the officers so promoted shall receive a commis-"sion, and shall be entitled on retirement to the half pay under the "regulations in force for the time being of the rank or relative rank of "such commission."—O. W.

Given at our Court at St. James's this ninth day of March, 1863, in the twenty-sixth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

H. G. Gen. Ord., 827. 11*th June*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief is pleased, with the concurrence of the Right Honourable the Secretary of State for India in Council, to announce that exchanges will be permitted between officers who have entered the new line regiments from the general lists or from the cadres of European regiments of the Indian army, and officers of cavalry and infantry respectively, of corresponding rank, now of the Indian army, without reference to the presidency to which they may belong. Exchange with Non Purchase Corps.

Officers of the new line regiments, of the classes above described, wishing to revert to their former positions in the Indian service, will submit their applications to the adjutant general of their respective presidencies on or before the 1st October, 1863, after which date no application will be received, and no such exchange will be permitted.

These applications, if supported by the Commander in Chief in India, will be entertained according to seniority, and to the numbers and rank of officers of the Indian army desirous of joining the new line regiments whose names may be received from the Secretary of State for India.

Officers of the new line regiments permitted to exchange under this order will revert to the positions which their names still occupy in the lists of the Indian army.

Officers of the Indian army will enter the new line regiments under this order as the junior of their grades in each case.—E. N.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 289. AT HOME AND ABROAD. 19*th March*, 1864.

HIS Royal Highness the Field Marshal Commanding in Chief is pleased to promulgate the following rules for officers desiring to study at the Staff College or Schools of Musketry, or to exchange regiments or battalions. Exchange Staff College, School of Musketry

1. All applications to study at the Staff College must be made whilst the officer making it is present and serving with his regiment, through the commanding officer. No application from an officer on leave will be entertained.

2. All applications to attend the Schools of Musketry must be recommended by the commanding officer of the applicant, and must be made, if the officer is on leave of absence, in sufficient time to enable him to go through the course and join his regiment at the expiration of his original leave.

3. Officers wishing, whilst on leave, to exchange, must make their applica-

Exchanges, Staff College, School of Musketry.

tions in sufficient time to enable their successors to join at the expiration of the leave of absence originally granted.—E.M.S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

VICTORIA R. *W. O. Circ.*, 867.

Indian Promotions.

WHEREAS it has been represented to us that it is expedient to cancel the regulations (except Clauses 9 and 10 thereof) established by our Royal Warrant of 1st January, 1862, for the amalgamation of the general and field officers of our Indian armies with the general and field officers of our regular army, and for the promotion of the officers to higher rank, our will and pleasure is, that instead of the provisions contained in Clauses 1, 2, 3, 4, 5, 6, 7, 8, 11, and 12 of the before-mentioned regulations, which are hereby cancelled, those contained in the regulations annexed to this our Royal Warrant shall be established, and shall govern the promotion to the rank of general of the officers of the cavalry and infantry of our Indian forces, the officers of the Royal Artillery and Royal Engineers lately belonging to our Indian forces, and the officers of our several staff corps.

Given at our Court at St. James's this fifteenth day of June, 1864, in the twenty-seventh year of our reign.

By Her Majesty's Command. DE GREY AND RIPON.

Regulations.

1. The whole of the officers of cavalry and infantry of Her Majesty's Indian army shall remain on the Indian general list as before the Warrant of 1st January, 1862, and shall rise on that list to the rank of general officer; the establishment of general officers of the Indian army being, from time to time, reduced in the manner hereinafter provided.

2. The colonels of Royal Artillery and Royal Engineers late of the Indian army who had attained that rank previously to the 18th February, 1861, will continue to rise to the rank of general officer on the Indian list; but when the last of such colonels of artillery or engineers, as the case may be, is promoted to the rank of major general, the promotion of officers in that branch of the service to the rank of general officer upon the Indian general list shall in each case cease.

3. The whole of the general officers of the Royal Artillery or Royal Engineers, as the case may be, on the Indian list of the three Presidencies will in each case be then removed from that list, and placed upon separate lists for Indian Royal Artillery and Indian Royal Engineers respectively, with an establishment of twenty-six general officers for the former corps, and twelve for the latter. If at the time of the creation of these lists there shall be an excess in any grade of the general officers of either arm above the prescribed establishment, the supernumeraries shall be reduced by the absorption of one vacancy in every three; and if the numbers of generals of either arm shall be less than the establishment, the numbers shall be completed by the promotion of the senior colonels of artillery or engineers, as the case may be, on the united lists of the three Presidencies, according to their army rank.

ARTILLERY.	
Generals, . . .	5
Lieutenant Generals, .	8
Major Generals, . .	13
	26

ENGINEERS.	
Generals, . . .	2
Lieutenant Generals, .	4
Major Generals, . .	6
	12

4. Vacancies in each of these lists will be filled as they arise, by the promotion of the senior colonel on the Indian lists of artillery or engineers, as the case may be, according to army rank; and this shall continue until all

the officers of the late Indian artillery or engineers respectively have risen to the rank of major general on their separate lists. Then the general officers on the Indian (Royal) Artillery list shall be incorporated with the general officers of the British Royal Artillery, according to dates of commissions, and the general officers of the Indian (Royal) Engineers with the general officers of the British Royal Engineers. Thenceforward the establishment of general officers of the Royal Artillery will consist of fifty-eight, and the establishment of general officers of the Royal Engineers of twenty-eight; and vacancies will be filled by the promotion of the senior colonel of either corps, according to army rank, under the regulations of the British service.

Indian Promo

ROYAL ARTILLERY.	
Generals,	11
Lieutenant Generals,	18
Major Generals,	29
	58

ROYAL ENGINEERS.	
Generals,	5
Lieutenant Generals,	9
Major Generals,	14
	28

5. On the formation of separate lists of general officers for (Royal) Indian Artillery or Engineers respectively, the whole of the officers of the Indian Artillery or Engineers, as the case may be, including general officers, will be removed from the list of the Indian army, and placed on the general list of the British army; upon which the promotion, up to the rank of lieutenant colonel inclusive, will be made indiscriminately with that of officers of the guards, line, Royal Artillery, Royal Engineers, and Royal Marines, in succession to vacancies on the general officers' list of the British army and Royal Marines, and the Indian Royal Artillery and Royal Engineers thus amalgamated.

6. The number of general officers on the present Indian establishment on account of the ordnance corps is twenty-four for the artillery and eleven for the engineers. The Indian establishment of general officers will therefore be reduced to this extent on the transfer of generals of artillery and engineers to separate lists. If at the time of transfer there shall be upon the Indian general list more than twenty-four generals of artillery, promotions shall be made from the colonels on the general list of the Indian army to the extent of the excess; if there shall be less than twenty-four generals of artillery at the time of transfer, the establishment of generals on the Indian list shall be gradually reduced, by the absorption of one out of every three vacancies, until the reduction of twenty-four, on account of the transfer of officers of artillery, shall be effected. The same course will be pursued in adjusting the transfer of generals of engineers.

7. Officers of the several Indian staff corps who had attained the rank of lieutenant colonel prior to the 18th February, 1861, shall be promoted under Indian regulations to the rank of major general on the Indian list, and shall rise on that list until they are transferred to the British establishment in the manner hereinafter provided.

8. Officers of the several staff corps who had not attained the rank of lieutenant colonel previously to the 18th February, 1861, shall, as they respectively attain the rank of colonel, be placed, according to the dates of their commissions, on the general list of colonels of the British army, from which promotions shall be made, according to seniority, in succession to vacancies on the British establishment of general officers, under the regulations of the British service; and the colonels so promoted shall continue to rise on that establishment from the rank of major general, by seniority, in succession to all vacancies in the higher grades.

9. In order to provide for the promotion of officers of the staff corps so brought upon the general list of the officers of the army, the establishment of general officers of the British army shall be increased, and the establishment of general officers of the Indian army, upon which the colonels

Indian Promotions.

of the staff corps of this class will no longer rise, shall be reduced in the manner following.

10. Whenever a colonel of the staff corps whose name is borne on the amalgamated list would, if he had remained on the list of colonels of the Indian army, have attained the rank of major general, an addition of one shall be made to the British establishment of general officers by the promotion of the senior colonel on the amalgamated list, whether he be a British officer or an officer brought in from the staff corps; and no promotion shall in such case be made to the rank of major general on the Indian list, which will be thus reduced by one general officer for every such increase given to the British establishment.

11. By this means the British list of general officers will, from time to time, be increased, and the Indian list of general officers will, from time to time, be diminished, until the number of officers reduced on the list of general officers of the Indian army, and the number added to the list of the British army, shall amount to one for every twenty-eight combatant officers on the aggregate strength of the three staff corps; and thenceforward all vacancies amongst general officers on the British list, by whomsoever occasioned, shall be filled by the promotion of the senior colonel on the amalgamated list of the British army, whether of the guards, line, or staff corps, as the case may be.

12. On the first addition of a major general to the British establishment being made, in the manner laid down in paragraph 10, the whole of the officers of the staff corps on the Indian list (including the general officers) shall be transferred to, and take their places on, the general list of the British army according to the dates of their respective commissions, and shall rise thereon to the rank of lieutenant colonel inclusive, in succession to vacancies on the general officers' list, indiscriminately with officers of the guards, line, Royal Artillery, Royal Engineers, and Royal Marines.

13. As the number of general officers on the British list increases, and the number on the Indian list diminishes, the establishment of generals, lieutenant generals, and major generals on each list shall be, from time to time, so adjusted as to maintain as nearly as may be the proportions now existing in the British service; but any reductions that may be requisite shall be made only by gradual absorption of every third vacancy amongst supernumeraries in the higher grades.—A.W.

COOKS AND COOKING.

W. O. Circ., 828. *30th June*, 1863.

THE Secretary of State for War has decided, with the concurrence of the Field Marshal Commanding in Chief, that the articles stated in the annexed schedule shall be issued to each regiment having a trained serjeant cook, for use in the kitchens under his charge. Cooking Utensils, &c.

Old sheeting may also be issued, at the option of the officer commanding, for use in such kitchens, to be paid for out of the refuse fund, at the contract price for old sheeting at the station; a first issue, not exceeding 10 lbs. in weight, may be made to the regiment without charge.

All the above issues will be made by the barrack-master on the requisition of the officer commanding the regiment.

Articles required to be renewed, from fair wear-and-tear, will be again supplied at the public expense; but if lost, or wilfully or carelessly damaged, they will be charged for as barrack damages.

EDWARD LUGARD.

SCHEDULE.

Description of each Article.	Value.	To each Cookhouse.	To each Regiment.	Remarks.
	s. d.			
Half-gallon bowl of galvanized iron, with wooden handle, .	0 10½	1*	...	
Quart pot, pewter, with handle,	3 2	1	...	
Flour dredge, tin, pint size, .	0 4¾	1	...	
Salt box (wainscot), . . .	3 6	1	...	
Wire cullender or sieve, 15 in. dia.	1 4	1	...	
Vegetable masher (wood), . .	0 6¼	1	...	
Meat knife, ...	0 7¾	1	...	
Meat chopper, ...	1 11	1	...	
Knife steel, ...	1 9	1	...	
Small weighing machine, ½ oz. to 14 lbs., ...	12 7	...	1	
Sieve for sifting cinders, . .	3 11	...	1	
Large weighing machine (coal),	77 2	...	1	
Grinding stone (14 inches), .	14 5	...	1	
Metal basin (ordinary washhouse),	2 5	1	...	
Fire rake (4 inches wide), .	1 8	1†	...	

U.

H. G. Gen. Ord., 828. *13th July*, 1863.

FAVOURABLE reports having been received from regiments and battalions in which an instructor in cooking has been allowed, as an experiment of the advantages derived from the appointment, His Royal Highness the Field Marshal Commanding in Chief, in concurrence with the Secretary of State for War, publishes, for information and guidance, the following Cooks, &c.

* For each two troops or companies, or battery of artillery.
† Except where special apparatus is used.

arrangements and regulations, which are proposed with a view to establish an efficient system of military cooking throughout the service, viz:—

A serjeant cook will be allowed to be borne on the establishment of a regiment so soon as a duly qualified non-commissioned officer is available for the purpose.

This serjeant will be allowed as a supernumerary to the ordinary strength of non-commissioned officers in the regiment; but there will be one private less in the corps thus augmented, so that the total number of non-commissioned officers and men will not be increased by the appointment of a serjeant cook.

The following are the qualifications required for a non-commissioned officer to be appointed as serjeant cook:—

He must be selected by his commanding officer, and pass through a course of instruction at the kitchen at Aldershot, at the termination of which he will, if qualified, be given a parchment certificate.

Upon his return to his regiment, he will be considered as on probation for six months, after which he may be recommended by his commanding officer for His Royal Highness's approval for the appointment of serjeant cook.

He will receive 6*d.* a day in addition to his pay whilst employed superintending the cooking of a regiment.

Monthly reports, upon forms provided for the purpose, are to be made by commanding officers of regiments having non-commissioned officers superintending cooking.

These reports are to be transmitted, through general officers in command, to the quarter-master general, for the information of the Field Marshal Commanding in Chief and the Secretary of State for War.

The numbers who can be instructed in each class at Aldershot being very limited, commanding officers will be informed by the Adjutant General when they can select a non-commissioned officer to be sent to qualify for the appointment of serjeant cook; and, in order that the advantage of having a non-commissioned officer for this duty may not be lost to the regiment, it is incumbent upon commanding officers to detail a steady, trustworthy soldier for the purpose. Those non-commissioned officers who, after sufficient trial, are not found to be likely to qualify as serjeant cooks will be at once sent back to their regiments from the instructional class.

Any non-commissioned officer who, having been appointed a serjeant cook, wishes to resign that appointment, will revert to the rank which he held prior to his being made a serjeant, provided that His Royal Highness approves, upon representation made through the Adjutant General, of his ceasing to act in that capacity.

A non-commissioned officer may also be deprived of his appointment, for misconduct, by order of the general officer commanding the district; but a report of the circumstances must be made to the Adjutant General for His Royal Highness's information.

The non-commissioned officer in this case also will revert to his former rank, unless he should have been reduced to a private soldier by sentence of court-martial, or by order of His Royal Highness the Field Marshal Commanding in Chief.

It should be understood, however, that a non-commissioned officer is not to be removed from the duty of superintending cooking, without the sanction of the general officer commanding the division in which he is serving.

The following are the duties of a serjeant cook, viz:—

He will superintend all the cooking for the regiment, brigade of artillery, or depôt battalion.

He will be held responsible for the proper consumption of coals handed over by the quarter-master for cooking purposes.

He will dispose, under arrangements to be made by the commanding officer, of all refuse from the cooking of the meat, &c., the sum accruing being divided among the companies, squadrons, batteries, or depôts, and carried to the credit of the messing. Cooks, &c.

In order further to improve regimental cooking, and to enable a certain number of men to derive benefit from the instruction of the superintending non-commissioned officer, it is proposed that in each squadron, battery, depôt, or company, one man shall be employed as cook for limited periods, being changed upon misconduct or at certain intervals.

He will not, however, be exempt from his annual rifle practice.

There will be an assistant cook in each squadron, battery, depôt, or company, who shall be changed weekly, or oftener when necessary.

A canvas frock and a pair of trousers, of the ordinary sea-kit pattern, may be purchased for each cook out of the refuse fund, and the non-commissioned officer superintending may also be provided, when thought desirable, with a similar dress, but with stripes upon it to distinguish his rank.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

AT HOME AND ABROAD.

H. G. Circ. Mem., 282. *2d Dec.*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief, in concurrence with the Secretary of State for War, is pleased to direct that the following instructions for serjeant cooks be issued to the army:— Instructi for Serje. Cooks.

1. The serjeant cook will personally superintend all cooking done in the regimental cookhouses, which is to be carried on in strict conformity with the system in which he has been instructed at Aldershot.

2. He will have under his orders, at most, one cook and one assistant cook per troop, company, or battery; but this number may be reduced at the discretion of the commanding officer. The former is to be changed only at long intervals, or upon misconduct, and the latter weekly.

3. He will thoroughly instruct those under him in all operations connected with cooking.

4. He will have charge of all cookhouses and cooking utensils. He will cause them to be kept scrupulously clean, and will report any damage or loss at once to the quarter-master.

5. He will enforce order, punctuality, and cleanliness on the part of those under him, and he alone will give them such orders connected with cooking as may be necessary.

6. He will not allow any person to enter any of the cookhouses except on duty.

7. He will ascertain every morning from the quarter-master, or other person representing him, the number of men in each company, troop, &c., in mess for the day, and make arrangements accordingly.

8. He will cause the water for coffee and tea, and all vegetables, to be boiled in quantities as large as the size of the boilers will admit, without regard to troops, companies, &c. The vegetables for each mess to be enclosed in nets, and labelled.

9. The dinners to be prepared by squadrons, batteries, or companies, unless the cooking apparatus be unsuitable for so doing, in which case such combinations are to be effected as may be found most economical.

10. He will encourage the men to have their dinners prepared in as many different ways as the apparatus will admit, due regard being paid to rule 11; and he will afford them every facility for their so doing.

11. He will be held responsible that no more fires are lighted, or ovens

uctions
erjeant
R.

heated, than may be absolutely necessary, and that all the cinders are consumed. He will keep with accuracy the diary of cooking, on the printed form provided for the purpose, and will hand it to the quarter-master on the first day of every month.

12. He will, as early as possible, report to the commanding officer any case in which all the bones and refuse are not collected from the barrack rooms by the orderlies, and deposited in the appointed places; or any case in which the contractor does not remove them every alternate day, at least—such provision being one of the conditions of sale.

13. He will, on the morning of the day on which the coals are issued, furnish the quarter-master with a note of the amount of coals he will probably require during the ensuing week. This estimate may equal, but must not exceed, the regulated allowance, and, with economy, may be much less.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

[redacted]

CORRESPONDENCE.

W. O. Circ., 580. *4th April*, 1860.

Mr. Secretary Herbert desires that in future all official letters, returns, estimates, or other documents connected with the superintendence of works or lands, hitherto addressed to the inspector general of fortifications, shall be addressed to the Under Secretary of State for War. Fortifications, Works

Envelopes will be addressed as follows:—

On Her Majesty's Service.

The Under Secretary of State for War,

Inspector General of Fortifications. *War Office, London, S. W.*

The present form of half-margin will be continued, but the title may be shortened. The name of the person writing may be omitted, and the name of the person addressed transferred to the left-hand lower corner of the first page, as is usual in general official correspondence.

Before the title, and on the upper centre of the first page, one of the following headings should be placed:—

"Fortifications,
"Barracks,
"Civil Buildings,
"Lands,*
"Engineer, Civil Staff,
" " Triennial Contracts,
" " Miscellaneous,"

and then will follow the subject in one, or at most two lines. Thus:—

"Fortifications."
"Contract for Elson Fort."

"Engineer, Civil Staff."
"Superannuation of Mr. A. H., Clerk of Works."

are sufficient headings, and should be continued to all successive letters to which they may be applicable.—F.

B. Hawes.

H. G. Circ. Mem., 97. At Home and Abroad. 21*st Dec.*, 1860.

As a means of facilitating and expediting the official correspondence, it is particularly requested that letters addressed to this office may, invariably, have the general purport thereof noted on their upper left-hand corner. With Gen.

A list of the ordinary subjects on which the Adjutant General is referred to is shown in the margin (*at end*); and, as a general rule, one of them will be found to meet the case; but, if not, any other appropriate heading may be used.

When a letter is a reply to one received, the word quoted should be that which appears on the Adjutant General's communication.—A.

By Command. James Yorke Scarlett, *Adj. Gen.*

* To include all questions referring to the letting, sale, or custody of unoccupied lands and buildings. Hirings and purchases to be included under the three previous heads.

h Adj.	*Adjutants for Rifle Volunteers.*	*Guards of Honour and Royal Escorts.*	*Returns.*
	African Duty.	*Horses.*	*Rifle Volunteers.*
	Arms and Ammunition.	*Invaliding.*	*Salutes and State Ceremonies.*
	Bands.	*Leave of Absence.*	*School of Musketry.*
	Books and Records.	*Leave to proceed Abroad.*	*Schoolmasters.*
	Claims.	*Medals for Conduct.*	*Service and Depot Companies —interchange of Officers and Men between.*
	Clothing.	*Medical.*	*School of Music.*
	Confidential Reports.	*Messes.*	*Staff College.*
	Courts-Martial.	*Militia.*	*Staff Appointments and Removals.*
	Discharge of Soldiers.	*Newly-appointed Officers.*	*Transfers.*
	Discipline.	*Passages.*	*Volunteering.*
	Embarkations.	*Posting of Officers.*	*War Medals.*
	Examinations of Officers.	*Promotions of Non-Commissioned Officers.*	
	Furloughs.		
	Gymnastics.		

H. G. Circ. Mem., 259. AT HOME AND ABROAD. 15*th May*, 1863.

h India o. THE Secretary of State for India having requested that officers of Her Majesty's army may be instructed not to correspond direct with the India Office, His Royal Highness the Field Marshal Commanding in Chief desires that they will, in future, address that department to which their business appertains, as pointed out in the Queen's Regulations and Orders for the Army, pages 78 to 81, from which, if necessary, communication will be made to the India Office through the proper channel.—I.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 266. AT HOME AND ABROAD. 25*th June*, 1863.

h Adj. EMBARRASSMENT and inconvenience appearing to be occasioned by informality in the superscriptions of letters intended for this office, His Royal Highness the Field Marshal Commanding in Chief directs particular attention to be paid to the Queen's Regulations for the Army, page 80, Article 14, which requires that all communications for the Adjutant General "are to be addressed to the Adjutant General of the 'Forces, Horse Guards, London, S.W.,' *without adding his name.*"

Particular attention is also directed to Article 15 of the Regulations, requiring the department, &c., to which a letter relates, to be noted on the cover, viz., "Royal Artillery," "Royal Engineers," "Recruiting." To these are now to be added the departments relating to "Arms and Clothing," the "Inspector General of Cavalry," and "Inspector General of Infantry."

The same words are to be noted on the upper left-hand corner of the letter itself.

The object of this Circular, and of that of 21st December, 1860, is to afford a ready indication of the particular department and head of business to which correspondence coming to the Adjutant General appertains; and due attention thereto will materially facilitate the carrying on of the public service.—A.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

COURTS-MARTIAL.

H. G. Circ. Mem., 13. AT HOME AND ABROAD. *3d March*, 1860.

Medical Certificate on Committal to Prison.

HIS Royal Highness the General Commanding in Chief must insist upon the officers of the Medical Department being most particular in filling up the certificate attached to the committal paper of soldiers sent to military prisons.

Numerous complaints have been made by the governors of those establishments that, notwithstanding the report of the regimental or staff surgeon, of offenders being fit to undergo prison discipline, disease has shown itself, either at the time of, or shortly after their committal, which could not have escaped observation had common care been used at the inspection.

His Royal Highness will not fail to call to account any officer of the Medical Department who, after this notice, is reported for a similar neglect of duty.—P.

By Command. G. A. WETHERALL, *Adj. Gen.*

H. G. Circ. Mem., 27. AT HOME AND ABROAD. *23d April*, 1860.

Time of Release from Prison Escorts, &c.

WITH reference to Article 179 of the Prison Regulations, His Royal Highness the General Commanding in Chief, with the concurrence of the Right Honourable the Secretary of State for War, directs that escorts shall be sent for prisoners on the day on which their sentence expires, when the corps to which such prisoners belong is stationed sufficiently near to enable the escorts to reach the military prison before twelve o'clock and return to their quarters the same day.

When the sentence expires on a Sunday, Christmas Day, or Good Friday, prisoners may be released at four o'clock P.M. the previous day.—P.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 33. AT HOME AND ABROAD. *14th May*, 1860.

Classification of Soldiers.

WITH reference to paragraph 33, p. 227, of the Queen's Regulations and Orders for the Army, His Royal Highness the General Commanding in Chief desires it may be understood that no soldier who has been sentenced to the forfeiture of all advantages from *future* service is to be restored to the "first class" until after the expiration of one year from the date of his having been relieved from the consequences of such sentence.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 58. AT HOME. *17th Aug.*, 1860.

Committal to Civil Jails.

HIS Royal Highness the General Commanding in Chief desires that when soldiers are committed to civil jails they may be sent so as to arrive at the prison before ten o'clock P.M.

When any unforeseen delay detains a prisoner beyond that hour, he is to be placed in custody of a military guard for the night, and handed over to the jailer early on the following morning.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 59. AT HOME AND ABROAD. 18*th Aug.*, 1860.

Classification of Soldiers.

HIS Royal Highness the General Commanding in Chief desires that men who surrender themselves as deserters, and are retained in the corps in which they happen to be serving, but are not brought to trial, shall be placed in the second class.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 87. 16*th Nov.*, 1860.

ARMY AT HOME AND ABROAD, AND EMBODIED MILITIA.

Colour Sergeants' Badges.

HIS Royal Highness the General Commanding in Chief desires that the words "*or by the sentence of a court-martial,*" in the seventh line of paragraph 118, page 142, of the Queen's Regulations and Orders for the Army, be omitted.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 121. AT HOME. 25*th March*, 1861.

Procuring Military Witnesses.

HIS Royal Highness the General Commanding in Chief desires that when a soldier who is not serving in the command is required as an evidence before a court-martial, the officer in command of the district will apply for him to the Adjutant General, naming the day of the assembly of the court.

The circular on this subject, No. 114, dated 8th March, 1861, is hereby cancelled.—W.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 137. AT HOME AND ABROAD. 31*st May*, 1861.

Classification of Soldiers.

HIS Royal Highness the General Commanding in Chief, with the concurrence of the Secretary of State for War, directs that a conviction of "habitual drunkenness" shall render a soldier liable to be degraded from the first to the second class.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 145. AT HOME. 20*th July*, 1861.

Sentences of Solitary Imprisonment.

HIS Royal Highness the General Commanding in Chief finds it necessary to call the attention of courts-martial to the annexed extract of the Circular dated Horse Guards, 26th July, 1845.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

Extract of a Circular Memorandum, dated Horse Guards, 26th July, 1845, addressed to Officers Commanding Regiments and Depôts in Great Britain and Ireland.

"The number of cells provided in the district military prisons for enforcing sentences of solitary confinement being but limited, the Commander in Chief recommends that courts-martial, in passing mixed sentences of imprisonment, should leave it to the discretion of the governor of the prison to appoint the precise period or periods of the imprisonment at which the offender shall undergo solitary confinement.

"Courts-martial will, however, in and by their sentence, fix the number and length of the portions of the imprisonment for which the offender is to

be kept in solitary confinement, and direct that intervals of not less duration than that required by the Mutiny Act and Articles of War shall take place between the periods of solitary confinement."—s.

Sentences Solitary Imprisonment.

W. O. Circ., 749. HOME AND FOREIGN. 2*d April*, 1862.

THE Secretary of State for War has decided, in concurrence with the Lords Commissioners of the Admiralty, that all travelling expenses incurred by non-commissioned officers and men, whether of the army or of the marines, and by petty officers and seamen of the Royal Navy, proceeding as witnesses to attend courts-martial or courts of inquiry, shall be defrayed by the corps to which the witness belongs.

Expenses of Witnesses.

Claims for all such expenses, when incurred by non-commissioned officers and men of the land forces, are to be submitted, as heretofore, to this office for examination before being paid, and charged in the regimental accounts.—w.

B. HAWES.

To General and other Commanding Officers at Home and Abroad.

H. G. Circ. Mem., 209. AT HOME AND ABROAD. 18*th June*, 1862.

HIS Royal Highness the General Commanding in Chief, in consequence of a representation from the Secretary of State for War, is pleased to direct that all prisoners intended for discharge on the termination of their imprisonment shall be sent to civil and not military jails, in conformity with the 146th paragraph of the General Rules for Prisoners, to which regulation all officers commanding regiments will adhere in committing prisoners whom they intend to recommend for discharge.—c.

Persons Recommended for Discharge to be sent to Civil Jails.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 217. AT HOME AND ABROAD. 28*th Aug.*, 1862.

HIS Royal Highness the General Commanding in Chief, in concurrence with the Secretary of State for War, is pleased to direct that soldiers sentenced to be discharged with ignominy, and marked with the letters B. C., shall be so marked by the hospital serjeant of the regiment or depôt to which the offender belongs, under the direction of a medical officer; the marking to be effected prior to the man's committal to a civil prison, and to be carried out after the present mode of marking with the letter D.—M.

Marking B. C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 268. AT HOME AND ABROAD. 6*th July*, 1863.

WITH reference to the 26th Section of the Mutiny Act, His Royal Highness the Field Marshal Commanding in Chief is pleased to direct that in no case shall a soldier serving at home, who may be recommended by a court-martial to be discharged with ignominy, and marked with the letters B. C., suffer the infliction of marking until such recommendation has received the approval of His Royal Highness.—M.

Marking B. C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

[redacted]

DEPOTS AND DEPOT BATTALIONS.

W. O. Circ., 35. 13*th Jan.*, 1857.

Savings Bank of Depôts Transfer

SIR,—Adverting to the Circular Memorandum dated Horse Guards, 8th ultimo, I am directed by the Secretary of State to acquaint you, that the savings bank accounts of each depôt battalion are to be rendered to this department annually, in the form of one consolidated account.

The savings bank accounts of a regimental depôt, transferred from one depôt battalion to another, are, up to the date of transfer, to form part of the consolidated account of that depôt battalion from which the regimental depôt is transferred, and the balance then due to each depositor is to be entered in that account as a "transfer given." A certified list of such balances, showing in each case the amount of "interest due, but not yet added to principal," will be furnished by the savings banks committee of the depôt battalion from which the regimental depôt is transferred to the officer commanding the depôt battalion to which the regimental depôt is to be attached.

This list will be a sufficient authority for opening fresh accounts with the several depositors from the date of transfer, and should be annexed as a voucher to the consolidated account, in which the balances are taken up as "transfers received."

A separate transfer statement for each depositor will not, therefore, in such cases be required, but the greatest care should be taken to show distinctly, on the face of the list alluded to, what balances are not payable until discharge, such as gratuities, &c.

When a regimental depôt which has been managing its own savings bank business joins a depôt battalion, the officer commanding the depôt is immediately to render to this department his final savings bank account made up to the date of junction, and to furnish the savings bank committee of the depôt battalion with a list precisely similar to that prescribed on transfer from one depôt battalion to another.

Copies of savings banks forms* applicable to the service of depôt battalions, and of which a supply can be obtained on requisition from this department, are annexed.—S.

To Officers Commanding Depôt Battalions. I have, &c. B. HAWES.

W. O. Circ., 92. 17*th April*, 1857.

Orderly Room Clerks' Allowance

SIR,—With a view to remunerate soldiers employed in the orderly rooms of depôt battalions and of regimental depôts attached thereto, I am directed by the Secretary of State to acquaint you that, from the 1st instant, the orderly room serjeant of a depôt battalion formed of less than four regimental depôts may receive an extra daily allowance of one shilling, and, if of four depôts and upwards, a daily allowance of one shilling and sixpence, provided such serjeant be recommended for his zeal and efficiency.

Soldiers acting as orderly room clerks of the regimental depôts attached to depôt battalions may receive an allowance to complete their pay as private or corporal to that of serjeant, and if a serjeant within the establishment of his regiment, a daily allowance of sixpence may be charged for him while so employed.—O.

Officers Commanding Depôt Battalions. I have, &c. B. HAWES.

* Savings Bank Forms, 3, 6, 7, and General Abstract.

W. O. Circ., 106. *9th May*, 1857.

Senior Captains' Contingent.

SIR,—In consideration of the responsible and important duties entrusted to the senior captains of the four company depôts attached to depôt battalions, the Secretary of State for War has sanctioned the grant to every such officer of an extra contingent allowance of one shilling and sixpence per diem from the 1st April, 1857.—C.

I have, &c. B. HAWES.

The Officer Commanding —— Depôt Battalion at ——.

H. G. Circ. Mem., 134. AT HOME AND ABROAD. *28th May*, 1861.

Medical Examination of Drafts.

HIS Royal Highness the General Commanding in Chief is pleased to direct that the medical examination of men ordered for embarkation for service, as prescribed by Article 3, page 319, of the Queen's Regulations and Orders for the Army, shall, in the case of a draft for a corps already abroad, take place on the day of, or on the day prior to, leaving the depôt for embarkation; and officers commanding depôt battalions will call for certificates from the medical officer, which certificates are to accompany the other documents transmitted to regiments.—D.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 135. INFANTRY. *29th May*, 1861.

Selection of N.-C.-O.

THE General Commanding in Chief calls the attention of officers commanding regiments and depôt battalions to the importance of selecting well-qualified non-commissioned officers for the depôt companies.

His Royal Highness will hold commanding officers responsible that none but really efficient non-commissioned officers are permitted to do duty with the depôt, and when found fit for that employment, they are not to be removed without being relieved by others equally adapted for that peculiar duty.—N.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 227. *27th Oct.*, 1862.

Casualty Book.

HIS Royal Highness the General Commanding in Chief directs that a casualty book, to be called a "Depôt Battalion Casualty Book," be kept by each depôt battalion, in addition to the casualty book at present kept by each depôt belonging to the battalion, and in which all changes affecting a soldier belonging to the battalion are to be entered. This book is to be produced at inspections.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 238. *6th Feb.*, 1863.

Rank of Officers with Battalions.

WITH reference to the 6th paragraph, page 156, of "The Queen's Regulations relative to Depôt Battalions," His Royal Highness the Field Marshal Commanding in Chief is pleased to direct that these battalions be placed on the same footing as a regimental battalion, as regards the precedence and command of officers on parade; consequently, the senior captain doing duty with the battalion will, in the absence of a field officer, take command without reference to brevet rank.

His Royal Highness is also pleased to decide that the adjutant of a depôt

battalion (having special duties assigned him) is only to assume command when deputed to do so by the commanding officer; and when so deputed, if officers senior to him are in the ranks, the parade must be under the superintendence of a field officer.—R. Rank of Officers with Battalions.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 245. *28th Feb.*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief is pleased to direct that all official correspondence between officers commanding regiments and the officers of their depôts shall pass through the officer commanding the depôt battalion to which they may be attached.—C. Correspondence.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 254. *25th April*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief having observed that instances having occurred of officers remaining an undue time at the regimental depôts, desires that in future every officer (with the exception of the undermentioned) shall, on completing two years' service at the depôt, be considered under orders to join the service companies, and shall be removed from the depôt with the next draft, unless his presence should be earlier required at head-quarters. Service of Officers.

The only exceptions are officers filling the situations of instructor and assistant instructor of musketry at depôt battalions, who must vacate those appointments when they shall have held them—the former for three, the latter for two years; and who will be relieved at the expiration of those periods respectively, and sent to the service companies.

Officers commanding regiments will therefore, as the periods of depôt service are about to expire, report to the Adjutant General the names of the officers whom they would recommend for the depôt, and who should be in all respects fitted to train and set a good example to young officers and soldiers.

It must be borne in mind that both the depôt captains should, when possible, be unmarried officers, in order that they may exercise a personal influence over their juniors at the mess table.

Two married captains will on no account be allowed at a depôt.—O.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

DESERTERS.

H. G. Circ. Mem., 9. AT HOME AND ABROAD. *22d Feb.*, 1860.

Witnesses to compose Escorts.

WHEN a soldier serving in any regiment declares himself to be a deserter from another corps, and is ordered to be given up, the escort having charge of him should always be composed of men capable of proving his fraudulent enlistment into the corps by which he is surrendered.—E.

By Command. G. A. WETHERALL, *Adj. Gen.*

H. G. Circ. Mem., 36. AT HOME AND ABROAD. *25th May*, 1860.

Proceedings on Confession.

HIS Royal Highness the General Commanding in Chief directs that the following alteration and addition be made in page 171 of the Queen's Regulations, in accordance with the provisions of the 51st Article of War (1860):—Paragraph 7, line 1, after "deserter" omit "surrenders himself, or"—at the end of paragraph 7, add, "when a soldier serving in any corps at home or abroad confesses that he is a deserter from some other corps, his confession, attested by his commanding officer, is to be recorded, and he is to continue (for any length of time) to do duty, until legal proof can be obtained of the truth or falsehood of his confession; if it is found to be true, he is to be tried either in the corps in which he is serving, or in that to which he originally belonged, for desertion,—and if false, for making a false statement to his commanding officer."—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 54. AT HOME AND ABROAD. *21st July*, 1860.

Disposal of Kit.

THE General Commanding in Chief desires that it may be understood, with reference to the Circular Memorandum of the 7th June, 1859, that when a deserter is handed over from one branch of the service to another, such articles of his kit as can be made use of in the corps which he is to join are to be sent with him, and the remainder, if any, sold, and the proceeds remitted to the captain of his future troop or company, to be credited to the deserter's account, with a view of preventing any undue accumulation of debt against such deserter.—K.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 234. AT HOME AND ABROAD. *2d Dec.*, 1862.

Deserter's Debts.

HIS Royal Highness the Field Marshal Commanding in Chief, in concurrence with the Secretary of State for War, desires it may be understood that the debt contracted by the soldier, for replacing the kit made away with by him on deserting, is to be allowed precedence over other public debts.

Care is, however, to be taken in each case that the soldier's liability to the public, for fraudulently obtaining bounty on his re-enlistment, be duly noted against him, and that the amount of such liability be recovered so soon as the debt on account of his necessaries is liquidated.—D.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 244. AT HOME AND ABROAD. *25th Feb.*, 1863.

Restoration of Service.

HIS Royal Highness the Field Marshal Commanding in Chief is pleased to direct that cases of men recommended for restoration of forfeited service be forwarded, in a covering letter, to the Adjutant General, as soon as each claim becomes established, instead of being allowed to accumulate for the half-yearly inspection.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

DISCHARGES.

W. O. Circ., 513. *9th Dec.*, 1859.

Balances of invalids to be remitted.

CONSIDERABLE inconvenience to the public service, as well as much irregularity of conduct on the part of soldiers, being caused by the practice of making settlements with men invalided to Chatham before they quit their regiments or depôts, Mr. Secretary Herbert desires that all balances on account of regimental or hospital credits due to men ordered to join the invalid depôt may (in accordance with the spirit of Article 442 of the Explanatory Directions relative to discharged men) be remitted to the paymaster of the invalid depôt, instead of being issued to the soldiers themselves by the regimental or depôt paymasters.—I.

To Commanding Officers and Paymasters. B. HAWES.

W. O. Circ., 560. *1st March*, 1860.

Reports to accompany invalids.

ADVERTING to the Circular Memorandum from the Adjutant General's Department dated 14th September, 1858, authorizing the discharge of soldiers who have completed twenty-one years' service without their proceeding to the Invalid Depôt at Chatham for medical inspection, I am directed by Mr. Secretary Herbert to state that the arrangements for the payment of the pensions of the men so discharged have in frequent instances been delayed in consequence of this office not being furnished in due time with the requisite regimental reports, and to request therefore that, in all future cases of the discharge of soldiers from the head-quarters or depôts of regiments under the authority of the circular in question, officers commanding will cause returns in the annexed form to be prepared and transmitted to this office on the dates on which the men receive their discharges, or as soon thereafter as may be practicable. B. HAWES.

To Officers Commanding Regiments and Depôt Battalions.

C. P.

RETURN of MEN discharged from the —— Regiment on the ——, 186—.

Name.	Date to which Regimental Pay had been issued.*	Number of Days' Allowance issued under Art. 44 of Royal Warrant.*	Daily Rate of Allowance.	Residence.		Remarks.
				Place.	County.	
			s. d.	[*If in London, the intended residence of the man to be inserted here.*]		

Date, ——, 186—. I. Signature, ——.

* *Note.*—Neither pay nor allowance is, under any circumstances, to be issued beyond the specified in this return.

H. G. Circ. Mem., 24. AT HOME AND ABROAD. *9th April*, 1860.

MUCH inconvenience having been caused by the service of invalids and other soldiers arriving from abroad for discharge having been inserted in their parchment certificates in ink, instead of in pencil, thus involving the necessity of an erasure (which is most objectionable), or of having the whole of the discharge documents re-prepared, or of the issue of a fresh certificate, differing as to place, dates, and signatures from the proceedings of the Regimental Board, with which it ought to agree in every respect, the attention of general and other officers commanding on foreign stations and officers commanding regiments is specially directed to paragraph 7, pages 179 and 180, of the Queen's Regulations and Orders for the Army (1859), in which the long-standing rule and practice of the service, which have been departed from, are repeated.—I. Discharge Documents of Invalids

By Command. W. F. FORSTER, *Dep. Adj. Gen.*

H. G. Circ. Mem., 31. AT HOME AND ABROAD. *2d May*, 1860.

CONSIDERABLE inconvenience having been experienced on the re-enlistment of soldiers, in consequence of the sheet containing the record of their service having been in many cases removed from the register, on the man's discharge, and erroneously transmitted with his discharge documents, instead of the service being completed, as it should be, in the original record of service, on the *third page of the Attestation*, His Royal Highness the General Commanding in Chief desires that this irregular practice may be discontinued, and the "Explanatory Directions" in paragraphs 511 to 514, page 152, of the Royal Warrants and War Office Regulations, dated 1st July, 1848, be strictly complied with. Documents and Record of Men Discharged

The same embarrassment and trouble have been caused by defaulter sheets (ordered, except in the case of invalids, to be preserved for two years after the soldier's discharge) having been, also erroneously, transmitted with the discharge documents of *others* than invalids; and this practice is to be discontinued.—D.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 56. AT HOME AND ABROAD. *7th Aug.*, 1860.

WITH reference to paragraph 4, page 178, of the Queen's Regulations and Orders for the Army, the General Commanding in Chief desires that, in preparing the discharge documents of a soldier already in possession of one or more good-conduct badges, the board will invariably state at the foot of the first page of the proceedings thereof the date (when within a month or two) on which he may be entitled to an additional badge. Discharge Documents

His Royal Highness also requests that when a soldier has been wounded in action during any part of his military career, the name of the engagement and description of wounds received may likewise be inserted on the first page of the proceedings of the board held to verify and record his services.—B.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 65. AT HOME. *5th Sept.*, 1860.

OFFICERS commanding regiments and depôts in the United Kingdom are desired, with reference to paragraph 11, page 181, of the Queen's Regulations and Orders for the Army, to transmit to the Adjutant General, on the 1st of every month, for the information of the General Commanding Registrations for Discharge

Registrations for Discharge.

in Chief, a nominal list, prepared on foolscap paper, according to the annexed pattern, of soldiers registered for discharge by indulgence at their own request, with the date of application in each case.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

RANK AND NAME.	Date of Application.	Conditions.	
		By Purchase.	Free.

The Deputy Assistant Adjutant General.—R.

H. G. Circ. Mem., 68. AT HOME AND ABROAD. 15*th Sept.*, 1860.

Re-enlistment of N.-C. O. on Discharge.

COMMANDING officers of regiments serving abroad are desired to make known to the men under their command, and commanding officers of depôts will also understand that non-commissioned officers coming home for discharge, either at their own request as an indulgence, or on claiming it on completing their limited term of service,—if allowed to alter their mind, and to continue in the service, can only do so as privates, unless vacancies for non-commissioned officers exist at the depôt,—the vacancies with the service companies being filled up at head-quarters on the departure of those sent home for discharge.—N.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 88. ABROAD. 4*th Dec.*, 1860.

Registrations for Discharge.

THE General Commanding in Chief, with reference to the Horse Guards Circular No. 65, addressed on the 5th of September last to the army at home, desires that officers commanding regiments abroad will also furnish, on the 1st of every month, to the Adjutant General, a nominal list—prepared on War Office Form No. 959—of soldiers registered for discharge by indulgence at their own request, with the date of application in each case.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 104. AT HOME AND ABROAD. 25*th Jan.*, 1861.

Receipt of Purchase Money.

HIS Royal Highness the General Commanding in Chief desires that in future, when soldiers are discharged by purchase, the board will invariably state by whom the money has been received, in addition to the amount paid.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 142. AT HOME AND ABROAD. 18*th June*, 1861.

Vacancies of N.-C. O. Discharged.

WITH reference to the Circular Memorandum No. 68, dated Horse Guards, 15th September, 1860, commanding officers of regiments are informed that the vacancies occurring at the service companies by the departure of non-commissioned officers for the depôt, to be discharged, are to be filled up provisionally only, and that men thus provisionally promoted cannot receive the pay of the higher rank until after the date on which their predecessors shall be discharged, or shall re-engage as privates.—N.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

VICTORIA R. *W. O. Circ.*, 702.

Effect of G.-C. Pay on Discharge.

WHEREAS we judged it expedient, by our Royal Warrant of the 1st March, 1860, to allow well-conducted soldiers to receive good-conduct pay after three years' service, instead of after five years' service as laid down in our Royal Warrant of the 1st July, 1848, our will and pleasure now is, that any soldier who may be awarded such good-conduct pay under the provisions of our said Warrant of the 1st March, 1860, and who may be permitted to obtain his discharge from our army before the completion of his service, shall not be allowed to do so upon more advantageous terms, in consequence of being in receipt of such good-conduct pay, than those granted under the provisions of our previous Warrant of the 1st July, 1848.—W.

Given at our Court at St. James's this thirtieth day of July, 1861, in the twenty-fifth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

W. O. Circ., 719. HOME AND FOREIGN. *16th Oct.*, 1861.

Effect of G.-C. Pay on Discharge.

WITH reference to the Royal Warrant of the 30th July, 1861, wherein it is provided that soldiers who have become entitled to one good-conduct badge after three years' service shall not be allowed to obtain their discharge by purchase on more advantageous terms than those laid down in the Royal Warrant of 1st July, 1848, the Secretary of State for War, with a view to carry out the intention of the before-mentioned warrant, has decided that the second provision in the Scale of Rates in Clause 17, page 222, of the War Office Regulations, shall stand as follows:—

	Europeans.		
	Cavalry.	Infantry.	Blacks.
Above five and under seven years' actual service, with one distinguishing mark, .	£25	£18	£11.

The same wording for the exaction of five years' service shall, in like manner, be introduced into the third provision in the Artillery Scale, at page 204 of the Finance Regulations.—G.

B. HAWES.

H. G. Circ. Mem., 170. AT HOME AND ABROAD. *2d Dec.*, 1861.

Completion of Records for Discharge.

THE General Commanding in Chief having observed that the paymasters of some of the depôt battalions have neglected the War Office Regulations (page 142, paragraph 472, of the "Explanatory Directions"), which require them to insert every three months—viz., in January, April, July, and October—in the original record on the third page of a soldier's attestation every variation affecting his service and pay, desires that commanding officers of depôt battalions will take care that the above rules are strictly complied with for the future; and with a view to ensure this being regularly done, commanding officers of regiments are hereby enjoined to be punctual in making the prescribed monthly reports to the depôts of the changes and casualties which occur in the service and position of men present with the head-quarters.

His Royal Highness has also observed that, in some instances, a deviation from the general practice of the service has occurred, in not completing the said record of men, who either have been or are about to be discharged, up to the latest date to which information has been received at the depôt, and desires that this may invariably be done before transmitting the attestation to complete the discharge documents.

In the case of discharges in the United Kingdom, where the attestation is

Completion of Records for Discharge.

one of the records ordered to be placed before the regimental board, it is obvious that the services can, and therefore must, be closed in the usual manner to the date of the assembly of such board.—B.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 184. AT HOME AND ABROAD. 15*th Feb.*, 1862.

Entries on Parchment Certificate.

WITH a view to checking the fraudulent use of parchment certificates by deserters and others to whom they do not belong, His Royal Highness the General Commanding in Chief is pleased to direct that the discharge board shall, in all cases, enter on the back of the parchment certificates a description return, in the same form as on page 4 of the proceedings of board, and headed "Final description of No. ——A. B., at the time of his discharge." The place for entering this description is immediately below the space headed "Particulars of Marching Money," and care is to be taken that it does not extend below the line which, on the other side, separates the "character" from the body of the certificate.

This entry will be made at right angles to that on the face of the certificate.

A copy of this circular is invariably to be laid before discharge boards.—C.

By Command. A. HORSFORD, *Dep. Adj. Gen.*

H. G. Circ. Mem., 202. AT HOME AND ABROAD. 7*th May*, 1862.

Balances and Documents of Invalids.

MUCH inconvenience having been felt at the invalid depôt by the neglect of commanding officers to furnish sufficient data relative to the claims of soldiers sent there for discharge, His Royal Highness the General Commanding in Chief desires that, in addition to taking the necessary steps for transmitting the balances due to such men, commanding officers will forward with the discharge documents and the return ordered by Horse Guards Circular No. 151, dated 26th August, 1861, a return prepared on War Office Form No. 598, in which is to be entered the names of all the men belonging to the party. The heading of the return will be modified thus:—"Return of Claims and Credits on the part of men sent to the Invalid Depôt on the —— day of ——, 186—," and a certificate, as follows, will be inserted at the bottom:—"I certify that the above is a correct statement of the claims and credits of the men herein mentioned to the date of their leaving the regiment. —I.

"Signed ——, Commanding Officer."

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 208. AT HOME AND ABROAD. 17*th June*, 1862.

Documents of Men sent Home.

OFFICERS commanding detachments of time-expired men and others sent home from abroad having, from want of the defaulters' sheets of such men, experienced difficulty in complying with the regulations regarding their trial and punishment, and much delay having been occasioned in carrying out their discharges in cases where, after leaving their regiments, they may have become entitled to good-conduct pay, His Royal Highness the General Commanding in Chief directs that in future the company defaulters' sheets of all men sent from the service companies of their regiments shall be given in charge to the officer under whose command they are placed, who will, on landing, cause them to be duly transmitted to the invalid or regimental depôt, as the case may be.

In the case of men landed at the Cape, or at any other colony, for discharge, their company defaulters' sheets will be handed over with the discharge documents to the officer commanding there.

In the latter, as in all other cases of men discharged abroad, the defaulters'

sheets should, after the discharge has been confirmed, be forwarded to the regimental depôts, there to be retained for the prescribed period. Documen of Men se Home.

A duly certified copy of any previous convictions by civil power will, where such exist, be attached to the defaulters' sheets.

In cases of men re-enlisting or re-engaging within the prescribed period, the company and regimental defaulters' sheets, and the court-martial sheets, will be obtained on application, the former from the depôt and the two latter from the service companies of the regiment.

A copy of this circular is to be given to every officer proceeding in charge of such detachments from abroad.—D.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 211. AT HOME AND ABROAD. *5th July*, 1862.

WITH a view to facilitate the awarding of pension to serjeants and other non-commissioned officers who do not receive good-conduct pay, His Royal Highness the General Commanding in Chief directs that the following reading be adopted in lieu of the three concluding lines of paragraph 4, page 179, of the Queen's Regulations:—"And he was when promoted in possession of —— good-conduct badges, and would, had he not been promoted, have been now in possession of —— good-conduct badges."—B. Serjeants' G.-C. Pay.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 824. *4th April*, 1863.

THE Royal Victoria Hospital at Netley having been now organized and established under the approval of Her Majesty, the following instructions are published for general information, by order of His Royal Highness the Field Marshal Commanding in Chief:— Invalids.

Invalids from Abroad.

The Invalid Depôt at Chatham and the Convalescent Hospital at Great Yarmouth having been broken up, the Royal Victoria Hospital at Netley will in future be the general place of reception for invalids of all branches of the service arriving from foreign stations. That hospital, with the General Hospital at Dublin, will respectively receive doubtful cases only, occurring in districts at home.

The Lords Commissioners of the Admiralty have issued the necessary instructions to their agents at colonial stations respecting the despatch of invalids for Spithead (Portsmouth), and the Secretary of State for India has given similar orders respecting embarkations from that country.

The Lords Commissioners of the Admiralty have also made arrangements for the transfer of invalids and insane men to Netley, from ships anchoring at Spithead.

The major general commanding the south-western district at Portsmouth will superintend the transfers of invalids, and will himself dispose, under orders from head-quarters and existing regulations, of all "time-expired men," convicts, or others not being invalids, who may arrive at that port. Officers commanding on board ship will therefore give over the invalids and insane men under their charge, and the documents connected with them, to the commandant at Netley, the other non-commissioned officers and men, &c., &c., to the staff officer at Portsmouth appointed by the major general commanding to receive them; and all the documents connected with non-commissioned officers and men sent home from foreign stations should be prepared and kept separately, with careful reference to these arrangements.

Invalids. In order to secure regularity and to prevent delay in the adjustment of the accounts of parties of invalids and others arriving from foreign stations, it is expedient that the officer in command should be instructed to cause, when practicable, the acquittance roll to be signed by each man before any individual quits the ship at Portsmouth. The officer should, if possible, sell while on board the kits of men who may have died on the passage. He should likewise receive from the captain of the ship whatever amount of "temperance money" may be due to his men, and deliver the same to the paymaster at Netley.

Invalids at Home.

The system of sending soldiers found unfit for service at home stations to an invalid depôt twice a year—viz., after each half-yearly inspection—is to be discontinued; and whenever a man is considered by his commanding officer and regimental medical officer to be unfit for the service, an application is to be made to the general officer commanding the district in which he may be serving, for his removal to the head-quarters thereof, to be disposed of, in ordinary cases, by the general officer and principal medical officer of such district, after having been kept under the observation of the latter for such time as may be necessary to enable him to form an opinion upon the case. He will subsequently be examined by a medical board for final decision, the president of the board, if possible, not being under the rank of a deputy inspector general of hospitals.

In very doubtful cases general officers should recommend, when submitting them to the Adjutant General—or, if in Ireland, to the deputy adjutant general at Dublin—that the invalids concerned be removed to Netley or Kilmainham for further treatment.

Should the board, in ordinary cases, pronounce the men unfit for further service, the general officer commanding will then come to a decision, with the assistance of the principal medical officer, and transmit to the Adjutant General—or, if in Ireland, to the deputy adjutant general at Dublin—for the final approval of the Field Marshal Commanding in Chief, a return, in two parts (for which forms will be supplied by the War Office on application); one, of those men proposed for discharge; the other, of those to be either returned to their respective corps as convalescent, or sent to Netley or Kilmainham for further treatment as doubtful cases.

General and other officers will bear in mind that the Royal Artillery and Royal Engineer branches of the Adjutant General's Department are distinct from each other and from that appertaining to the cavalry and infantry. The above returns will be rendered, therefore, separately in each case. The general return will be prepared in regimental order.

On receiving an authority for the disposal of these classes respectively the discharge documents of the first named, for which an improved form is about to be issued, are to be duly completed and transmitted to the Adjutant General, or to the deputy adjutant general at Dublin, as the case may be, for confirmation, with a view to their being submitted to the Chelsea Board.

The Right Hon. the Secretary of State for War has assented to the recommendation of his Royal Highness, that when soldiers borne on the strength of their corps as married men are temporarily removed to the head-quarters of districts or to a general hospital, their wives and families, who will remain with their corps until their cases are decided upon, shall receive the same allowances as are usually granted to women and children whose husbands and fathers are separated from them on account of their being in camp.

Those invalids who, under the foregoing instructions, are sent to Netley

or Kilmainham hospitals are to be reported upon in similar returns, of unfit and convalescent, as those prescribed for district invalids, duly signed by the governor and the principal medical officer. Invalids.

Maidstone.

In order to carry out the foregoing instructions at stations not in districts or divisions, the invalids at Maidstone will be disposed of by the major general and principal medical officer at Chatham.

Hounslow.

Those at Hounslow will be sent to Woolwich to be similarly treated.

Household Cavalry.

The Household Cavalry will be inspected in London, and reported upon by the inspector general of cavalry and a deputy inspector general of hospitals from head-quarters.

Foot Guards or other Infantry in London.

The Household Infantry, or other infantry in London, will be inspected by the major general commanding the foot guards and a deputy inspector general of hospitals from head-quarters, who will have full authority to visit the hospitals and inspect the invalids.

Colchester, Norwich, Ipswich, Yarmouth, Harwich.

The invalids at the five stations specified in the margin [*above*] will be inspected and disposed of by the commandant and principal medical officer at Colchester.

Pembroke, Bristol.

Those at Pembroke and at Bristol, by the general officer and medical authorities at Davenport.

As the orders now given dispense with the personal examination of invalids by the secretary and medical officer of the Royal Hospital at Chelsea, it becomes more important than hitherto that the discharge documents should contain in them every information necessary for the guidance of the commissioners in assigning pensions, either permanent, temporary, or conditional.

His Royal Highness the Field Marshal Commanding in Chief will therefore hold commanding officers of regiments and medical officers responsible that no discharge documents are signed by them which do not give a full and perfect record of the soldier's service at home and abroad, his wounds, medals, and badges, as well as his general conduct and character; and, besides the immediate cause of disability for further service, the effect which climate, wounds, or his own habits, have had on his constitution, should be distinctly stated.

The new forms of discharge must be accurately filled up, and it must be remembered by those who compose the "boards" that any omission or negligence in stating the soldier's case may prove a serious detriment to him on one hand, or an imposition on the public on the other.—I. N.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 830. 17*th July*, 1863.

WITH reference to General Order No. 824, dated Horse Guards, 4th April, 1863, the Secretary of State for War desires that in the case of all invalids, of whatever length of service, discharged under the instructions contained in paragraph 7 of the said order, you will cause a return on War Return on Discharge Invalids.

Return on Discharge of Invalids.

Office Form 538 A, as prescribed by Circular No. 560, dated 1st March, 1860, to be forwarded to this office so soon as the discharges of the soldiers shall have been confirmed by the Adjutant General.—I.

EDWARD LUGARD.

Officers Commanding Regiments, Depôts, Depôt Battalions, &c.

H. G. Gen. Ord., 841. *5th Jan.*, 1864.

Offenders from Abroad.

WITH a view to the more speedy removal from the army of bad characters sent home from foreign stations for discharge, His Royal Highness the Field Marshal Commanding in Chief has been pleased to direct, with reference to paragraph 27, page 187, of "The Queen's Regulations and Orders for the Army:"

That men duly authorized to be discharged with ignominy on the recommendation of a court-martial, or as incorrigibly bad and worthless characters, are to be accompanied by their discharge documents, as well as by the usual "No. 1 Report," or other papers necessary to settle with them, in all cases in which their imprisonment has expired before embarkation, or is likely to expire during the voyage.

The general or other officer commanding at the port of disembarkation is hereby empowered to confirm the parchment certificates of such men as soon as they are settled with, and then to transmit the "Proceedings of the Regimental Board" (unconfirmed) to the Adjutant General for the confirmation of the Commander in Chief, reporting the date for which the parchment has been confirmed.

In the case of those who will have to complete their "imprisonment" (not penal servitude) after arrival at home, the discharge documents are to be transmitted to the regimental depôt, to be forwarded to the Adjutant General for confirmation a short time prior to the expiration of the sentence.

After the report ordered by Horse Guards Circular No. 108, 21st February, 1861, has been made, the documents of such men sentenced to penal servitude as are authorized to be discharged are to be forwarded to the Adjutant General, with a report of the date of the convict's embarkation for the United Kingdom.—A.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

DRUMS, FIFES, AND BUGLES.

H. G. Circ. Mem., 223. *29th Oct.*, 1862.

Side Drums

THE General Commanding in Chief, having reason to believe that the frequent complaints which reach His Royal Highness of the new cheese drums, recently introduced into the service, arise principally from the very imperfect knowledge the drummers possess of the mechanism of the instruments, and are not attributable to the quality of the materials of which they are composed, or to any fault in their construction, has been pleased to order that the accompanying "Instructions for the guidance of drum majors in the management and preservation of brass side drums" be promulgated for general information and guidance, and carefully attended to for the future.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

INSTRUCTIONS *in the Management of Brass Side Drums.*

1. When the drums are taken to pieces (which should be done once a week), the screws and nuts should be properly cleaned, and any sand or grit which may have accumulated should be entirely removed. In dusty weather this should be done at least *twice a week.*

2. The nuts inside the drums, which secure the snare studs, should be examined, and if found to be loose, or the outer shoulder of the stud not close to the shell, the nut should at once be screwed tight, to prevent any undue strain upon the stud which passes through the shell.

3. In tightening the cords, great care should be taken that the outer edges of the hoops are exactly parallel, and no screw should have more than three turns given to it at a time, and gradually lessened as the drum is brought to its proper pitch.

4. The screws which pass through the pulley brackets, and which act as an axle to the pulley, should be examined before the cords are tightened, to see that the point of the screw is even with the brass plate inside; and if it is found to have started, it should at once be screwed home. If the thread in the brass plate inside the hoop is stripped, the screw should be taken out, the plate slightly counter sunk, and the end of the screw clenched or riveted to the plate. The pulleys should also have their bearings occasionally oiled, that they may work quite freely.

5. When it is found that the cords have stretched until the screws project beyond the top of the nut, the cord should be shortened, as the screws are not only exposed to injury, but are liable to come in contact with the sticks.

6. Strict attention should be paid to the steel screws, to see that they are not bent by the drum falling, or from other causes, as the nut will not then work freely, and there will be some difficulty in bringing the cords up to their proper tension.—S.

H. G. Circ. Mem., 243. AT HOME AND ABROAD. *21st Feb.*, 1863.

Silent Drums.

THE Secretary of State for War having, on the recommendation of His Royal Highness the Field Marshal Commanding in Chief, consented to supply each regiment of infantry—not being rifles or light—with a proportion of Azemar's silent drums, at the rate of one for every two companies,

Silent Drums.

for the training and practice of drummers, officers commanding regiments and depôts will accordingly be pleased to make the necessary requisitions, in duplicate, to this department. The introduction of these silent drums into the service will not only afford increased facilities for practice, but will effect a considerable saving in the cost of drum heads. They will be expected to last twelve years, and are to be placed in charge of the drum major, who will be responsible for their proper preservation.

In the event of their being lost or destroyed, the cost of replacing them will be 15s.—s.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

EFFECTS AND CREDITS.

W. O. Circ., 152. 10*th Oct.*, 1857.

Returns from Ind

SIR,—WITH a view to obviate the serious inconvenience and delay in the distribution of the balances of effects of officers and soldiers who become non-effective in India, the Secretary of State for War has deemed it expedient to substitute for the present a monthly return of casualties on the enclosed form, in lieu of a quarterly one.

This casualty return is to be despatched without fail within one week after the termination of each month; but if in any instance it should be found impracticable to include therein the amount of the effects, in addition to the name of the officer or soldier, such amount should be included in the return for the succeeding month; but every endeavour should be made in the first instance to make the return as complete as possible.

The name, however, should invariably appear in the return of the month in which the officer or soldier shall become non-effective.

The return is required to be forwarded "by way of Marseilles," but the vouchers belonging thereto may be separately forwarded, properly labelled, and addressed to the Secretary of State for War, *via* Southampton.—R.

I have, &c., J. R. GODLEY.

Officers Commanding Regiments, East Indies.

W. O. Circ., 536. 20*th Jan.*, 1860.

Burials.

As it has been represented to the Secretary of State for War that some misapprehension exists as to the effect of the provisions of Clause 14 of the Royal Warrant of 1st July, 1848, with respect to the expense of soldiers' funerals, I am directed by Mr. Secretary Herbert to inform you that when the local charges at any place necessarily cause an excess over the amount (£1 15*s.*) authorized by that clause to be charged against the soldier's effects, or the officer commanding the troop or company, a special representation is to be submitted by the officer in command for the consideration of the Secretary of State for War, with a view to authority being given for such extra expense being charged against the public.—B.

To the Officer Commanding. B. HAWES.

W. O. Circ., 747. 31*st March*, 1862.

Returns from Ind

ADVERTING to the concluding paragraph of the War Office Circular No. 152, dated 10th October, 1857, I am directed by Secretary Sir George Lewis to request that you will cause the monthly casualty returns* of the corps under your command, *with the vouchers thereto belonging*, to be forwarded to this office, *viâ Southampton*, with the least possible delay after the termination of each month, instead of transmitting the *returns* viâ Marseilles, and the *vouchers* by the Southampton route, the separation of the returns and vouchers being found inconvenient.

Medals.

I am, however, to remind you that the *medals* of deceased soldiers should be forwarded to this office separately, in registered packets, and the

*W. O. Form, 57 B.

Medals. expense charged in the regimental accounts, as prescribed under the heading "Correspondence of the Army," at paragraph 12, page 79, of the Queen's Regulations.—R.

To Officers Commanding Regiments, East Indies. B. HAWES.

W. O. Circ., 839. 15*th Oct.*, 1863.

Wills. THE attention of the Secretary of State for War having been drawn to the circumstance that some of the wills of recently deceased soldiers have been executed on the old forms, now obsolete, but which, pending the revision of the soldier's account book, appear at pages 18 to 22 thereof:

Commanding officers are requested to observe that the approved forms are of the description printed herein,* a supply in accordance with which should be demanded from the War Office, in the usual manner, if not already in possession of the regiment.

EDWARD LUGARD.

General Rules as to Wills.

1. The testator must be of the age of twenty-one years.
2. The will must be in writing, and signed by the testator with his name, or, if he cannot write, with his mark, in the presence of two witnesses, who must be present together; and the will must be made, acknowledged, and attested in the presence of all three.
3. A person to whom money, &c., is left by the will should not be an attesting witness, for the gift would not be good.
4. A will is revoked by the marriage of the testator, and therefore a new will ought to be made after marriage, if desired.
5. If any alteration is made in the writing of a will, the signature of the testator and of the witnesses ought to be made in the margin or other part of the will, opposite to or near such alteration, or at the foot or end of, or opposite to, a memorandum referring to such alteration, and written at the end, or some other part of the will.
6. But an alteration or addition may be made by a *codicil* (that is to say, by an addition to the will), executed and witnessed in the same way as the will.—W.

W. O. Circ., 852. HOME AND FOREIGN. 3*d March*, 1864.

Medals. NUMEROUS instances having occurred of the medals of non-effective non-commissioned officers and men, forwarded with the vouchers to pay lists and casualty returns, having miscarried in transmission through the post, the Secretary of State for War calls the attention of commanding officers and paymasters to paragraph 12, page 79, of the Queen's Regulations for the Army, which directs that "letters containing medals, when forwarded through the post, are to be registered, and the expense charged in the regimental accounts."

The Secretary of State desires that this rule be strictly adhered to in future, whenever the means of doing so exist, and that in every case a letter may accompany the medal or medals, stating the name of the soldier to whom it belonged, and the date and cause of his becoming non-effective. A duplicate of such letter should be separately forwarded.—M.

EDWARD LUGARD.

* Now printed in soldier's account book.

ESTABLISHMENTS.

H. G. Circ. Mem., 129. REGIMENTS IN INDIA. *3d May*, 1861.

HIS Royal Highness the General Commanding in Chief has approved of the distribution of regiments in India being as follows, until further orders, viz. :— Regiment in India.

		Field Officers.	Captains.	Lieutenants.	Cornets or Ensigns.	Staff.	Serjeants, exclusive of Schoolmaster.	Farriers.	Trumpeters or Drummers.	Corporals.	Privates.
Cavalry,	8 Service troops,	3	8	8	8	8	40	8	9	32	496
	1 Depôt, .	...	1	1	1	...	9	...	4	8	49
		3	9	9	9	8	49	8	13	40	545
										585	
Infantry,	10 Serv. comp.ies	3	10	12	8	7	47	...	21	40	810
	2 Depôt do.,	...	2	2	2	...	10	...	4	10	90
		3	12	14	10	7	57	...	25	50	900
										950	

R. By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 198. AT HOME AND ABROAD. *8th April*, 1862.

HIS Royal Highness the General Commanding in Chief has been pleased to direct that whenever an increase is sanctioned to a regiment, the promotions of non-commissioned officers shall be regulated by the gradual increase to the strength of the privates, in the proportion of one serjeant and one corporal to nineteen privates.—P. Promotion of N.-C. O. on increase.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 248. *1st April*, 1863.

TO INFANTRY, EXCEPT IN INDIA.

HIS Royal Highness the Field Marshal Commanding in Chief has been pleased to direct that all regiments of infantry of the line at home and in the colonies (with the exception of those in New Zealand, Australia, China, and Ceylon, and the battalions under orders for India) shall be divided as follows, viz. :— Infantry, except in India.

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k.

	Field Officers.	Captains.	Lieutenants.	Ensigns.	Staff.	Serjeants (exclusive of Schoolmaster).	Drummers or Buglers.	Corporals.	Privates.
10 Service Companies, . .	3	10	11	9	5	48	21	40	640
2 Depôt ,, . .	...	2	3	1	...	10	4	10	110
	3	12	14	10	5	58	25	50	750
								800	

The regiments in the West Indies and Bermuda, viz. :—the 1st battalions of the 14th and 21st, and the 39th regiment, have an additional assistant surgeon.

Highland regiments have a pipe major and five pipers, in addition to their establishment.

The regiments in New Zealand, Australia, China, and Ceylon, viz. :—1st battalion 12th foot, 2d battalions 14th and 18th foot, 31st, 40th, 50th, 57th, 67th, 70th, and 99th regiments, are to be thus distributed :—

	Field Officers.	Captains.	Lieutenants.	Ensigns.	Staff.	Serjeants (exclusive of Schoolmaster).	Drummers or Buglers.	Corporals.	Privates.
10 Service Companies, . .	3	10	11	9	6	48	21	40	730
2 Depôt ,, . .	...	2	3	1	...	10	4	10	120
	3	12	14	10	6	58	25	50	850
								900	

R. By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

EXAMINATIONS.

H. G. Circ. Mem., 62. AT HOME AND ABROAD. *27th Aug.*, 1860.

REFERRING to pages 63 and 64 of the Queen's Regulations and Orders for the Army, His Royal Highness the General Commanding in Chief desires it to be notified, for general information and guidance, that candidates for the appointment of assistant military secretary will have to undergo the same examination as is prescribed for that of deputy assistant adjutant general.—A. For Assist Mil. Secrs.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 81. AT HOME AND ABROAD. *25th Oct.*, 1860.

HIS Royal Highness the General Commanding in Chief is pleased to direct that hereafter all subaltern officers, previous to assuming any staff appointment, must pass the examination for the rank next above that which they hold.—S. Subalterns Before Appointment Staff.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., *A*-8. *1st Jan.*, 1864.

THE FOLLOWING REGULATIONS, IN REGARD TO THE EXAMINATION OF GENTLEMEN PREPARATORY TO THEIR RECEIVING COMMISSIONS IN THE ARMY, WILL TAKE EFFECT FROM THIS DATE, IN LIEU OF THOSE ISSUED ON THE 1ST SEPTEMBER, 1863, AND PREVIOUS DATES.

I. THE examinations of candidates for direct commissions will be held quarterly, or oftener if necessary, in London, and be conducted, under the direction of the Council of Military Education, by examiners appointed for the purpose. The number of candidates summoned to attend each examination will be limited to the requirements of the service. Direct Commissions.

II. The age of candidates examined for direct appointments will be, until further notice, from 18 to 20 years for the infantry, from 18 to 22 years for the cavalry, and from 18 to 26 years for Colonial corps.*

III. The candidate will be examined by a medical board, to ascertain that he is in every point of view, as regards his physical constitution, fit for military service.

He will be required to produce the following certificates, which must be forwarded to the Council of Military Education, 13 Great George Street, S.W., as soon as possible after the receipt of the military secretary's order to attend for examination.

a. A certificate of baptism, or other satisfactory proof of his age.

b. A certificate from a minister of the church, or of the denomination to which he belongs, that he has been duly instructed to the principles of religion.

c. A certificate of good moral character, signed by a clergyman of the

* The candidates already on the Commander in Chief's list may be examined between the limits of age fixed by the regulations which were in force at the time their names were recorded.

Direct Commissions.

parish to which he belongs, or by the tutor or head of the school or college at which he has received his education for at least the two preceding years; or such other proof of good moral character as will be satisfactory to the Commander in Chief.

d. A statement of the subjects in which he wishes to be examined.

IV. The following will be the subjects of examination and the number of marks allotted to each, viz.:—

The Classics,	Latin,	2,000
	Greek,	1,600
Mathematics, pure and mixed,		3,600
English Language,		1,200
Modern Languages (not including provincial dialects), each,		1,200
History, ancient and modern, with Geography,		1,200
Natural Sciences, *i. e.*, Mineralogy and Geology,		1,200
Experimental Sciences, *i. e.*, Chemistry, Heat, Electricity, including Magnetism,		1,200
Drawing,		600

V. Of the foregoing subjects, the elementary branches of mathematics and the English language, to the extent stated in the following paragraphs, will be considered obligatory:—

1. In mathematics, 1,200 marks will be given to the following obligatory portions, viz., Arithmetic, including Vulgar and Decimal Fractions—Proportion—Extraction of the Square Root—and Simple Interest.

Algebra, including Fractions, Simple Equations, and questions producing them. Euclid, the first three books.

Of the 1,200 marks allotted to the foregoing portions of mathematics, 400 will be required for qualification, and of these at least 200 must be obtained in arithmetic.

2. In the English language, the candidate will be required to write correctly and in a good legible hand from dictation, and to compose grammatically. He will be required to obtain at least 200 marks in this subject.

Out of the remaining subjects or portions of subjects, which are left to the option of the candidate, such a number of marks must be obtained as shall raise the total to 1,800, the number necessary for qualification.

VI. In respect to the subjects left voluntary, candidates will not be allowed to count the marks gained in any one subject, unless amounting to one-sixth of the whole number of marks allotted to that subject.

In the examination in classics, passages will be given for translation from the books usually read at schools; grammatical questions will be set, and English passages also given for translation into the Latin and Greek languages.

VII. The result of each examination will be reported to the Commander in Chief, and the names of any candidates who distinguish themselves will be specially brought to his notice.

VIII. An unsuccessful candidate will not be debarred from applying to the Commander in Chief for permission to attend a future examination. No candidate, however, will be allowed more than three trials.

Should a candidate obtain only between 900 and 1,500 marks, he will not be allowed to present himself for re-examination for at least six months. If he obtains less than 900 marks, a period of at least twelve months must elapse before he can be allowed to present himself again.

In all cases permission to be re-examined must depend upon the number of applicants on the list.

In subsequent examinations no credit will be given for the marks gained by a candidate on former occasions.

In the event of a candidate not appearing for examination at the time

appointed, such candidate will not be permitted to attend on the next occasion, and he will render himself liable to have his name either erased entirely or placed at the bottom of the list of those noted for examination. Direct Commissions.

IX. A graduate in arts at either of the universities of Oxford, Cambridge, Dublin, London, Edinburgh, Aberdeen, or St. Andrews, is qualified for a commission by purchase without being required to pass the foregoing examination, provided he is within the limits of 18 and 23 years of age if for the infantry, 18 and 25 years if for the cavalry, and of 18 and 28 years for colonial corps, and can produce the certificates marked (*a*), (*b*), and (*c*).

Such candidate must furnish a certificate of having graduated, signed by the registrar of the university.

On his application being approved, the candidate will receive an order to be medically examined as to his physical fitness for the service.

The candidate will address his application, accompanied by the necessary certificates, to the military secretary, Horse Guards.—C.

W. F. Forster, *Military Secretary.*

FARRIERS AND FARRIERY.

VICTORIA R. *Circ.* 544.

Farrier's Warrant.

WHEREAS we have judged it expedient to revise those parts of our Royal Warrant of the 1st July, 1848, which regulate the rates of pay of the farrier major and farriers, and the rate and appropriation of the farriery allowance to regiments of cavalry and other mounted corps of our army:

Our will and pleasure is, that in all regiments of cavalry and other mounted corps (the Royal Artillery and the Royal Engineer Train excepted) the pay of the farrier major, farriers, and shoeing smith, of which latter class there shall be one to each troop to act as assistant to the farrier, shall, from the date of this our Royal Warrant, be as follows, viz.:—

	Life Guards.	Horse Guards.	Cavalry, including Military Train.	Cape Mounted Riflemen.
	s. d.	*s. d.*	*s. d.*	*s. d.*
Farrier Major, .	4 0 a day	3 9 a day	3 8 a day	3 4 a day
Farrier, . .	3 2 ,,	2 11 ,,	2 6 ,,	2 3 ,,
Shoeing Smith, .	2 7 ,,	2 4 ,,	1 11 ,,	1 8 ,,

The farrier major, while serving, shall have the rank and clothing of a quarter-master serjeant, and on discharge the pension of that rank.

The farrier, while serving, shall have the relative rank and the clothing of serjeant, and on discharge a special rate of pension equal to that of serjeant.

The shoeing smith shall be of the rank of private.

The farrier and shoeing smith shall be entitled to all the advantages of the good-conduct regulations.

Farriery Allowances, &c.

The farriery allowance for all services, including the Royal Artillery and Royal Engineer Train, shall be fixed at one halfpenny a day for each effective troop horse on home service, which is to be paid to the troop or battery farrier for the provision of iron, fuel, and tools.

When a regiment or detachment shall proceed on foreign service, the farriery allowance shall cease from the date of disembarkation, the supply of shoes and shoeing tools being then made from the public stores. The shoes on the horses' feet at the time of landing shall be considered the property of the public, for which an equivalent will have been received by the farrier from the halfpenny a day allowed for each horse while on board ship.—A. W.

Given at our Court at St. James's this fourth day of February, 1860, in the twenty-third year of our reign.

By Her Majesty's Command. SIDNEY HERBERT.

H. G. Circ. Mem., 39. *2d June*, 1860.

Regulations Farriers.

THE following regulations are published by direction of his Royal Highness the General Commanding in Chief, with reference to the Royal Warrant of the 4th February, 1860, determining the position and rate of pay of farrier majors, farriers, and shoeing smiths of cavalry regiments and other mounted corps:—

Regulation for Farriers

No. 1. The farrier major, for misconduct, is liable to be reduced to the rank and pay of farrier, at the discretion of his commanding officer; the farrier can only be reduced and the shoeing smith displaced by sentence of court-martial, except in instances of inefficiency, when their cases may be disposed of by order of the colonel of the regiment.

No. 2. When a farrier is absent from his duty, he must provide the materials used by the shoeing smith, to whom no additional allowance is to be given whilst acting for the farrier. When the shoeing smith is absent, his substitute, when it is necessary to employ one, is permitted by the authority of the Secretary of State for War to receive 6*d.* a day for the actual working days during which he shall be certified to have been employed.

No. 3. Farrier majors and farriers may, at the discretion of their commanding officers, be members of the serjeants' mess.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 291. 25*th April*, 1864.

Packing Horse Shoes

THE introduction of the new pattern horse shoes, recently approved, into the service, necessitates a revision in the mode of packing the same for issue, and his Royal Highness the Field Marshal Commanding in Chief desires it to be understood that the following will be the proportions, in future, to be packed in each box, viz.:—

Horse Shoes and Nails.

CAVALRY.

No. 1 size	=	6	pairs
" 2 "	=	26	"
" 3 "	=	8	"
		20	sets, in one box.

ARTILLERY, MILITARY TRAIN, AND ENGINEER TRAIN.

New Pattern.

Fore,	No. 4 size	=	6	pairs.
	" 5 "	=	6	"
	" 6 "	=	2	"
Hind,	" 4 "	=	5	"
	" *4*a* "	=	1	"
	" 5 "	=	4	"
	" *5*a* "	=	2	"
	" 6 "	=	2	"
			14	sets, in one box.

Old Pattern.

No. 2,	. .	10 pairs.
" 3,	. .	10 "
" 4,	. .	12 "
		16 sets, in one box.

* Calked. 3 sets of nails to one set of shoes throughout.

S. By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

FIELD ALLOWANCES.

W. O. Circ., 752.

VICTORIA R.

Staff and Regimental Officers.

WHEREAS it has been found expedient to revise the regulations under which field allowance is granted to officers of the general, garrison, and departmental staff, and to regimental officers of our army, it is our will and pleasure, that instead of the provisions contained in pages from 81 to 87 of our Royal Warrant of the 1st July, 1848, which are hereby cancelled, those contained in this our Royal Warrant, to be administered and interpreted by our Secretary of State for War, shall, from the date hereof, be adopted.

Objects of Field Allowances.

1. Field allowances are intended to provide officers with the means of defraying the expenses to which they may be subject by being placed under canvas, or in taking or preparing for the field. These allowances are classed under two heads, ordinary and extraordinary, at the several rates set forth in the schedules hereunto annexed, marked A. and B. respectively, and shall be granted with the strictest reference to the nature of the service, or to the preparation for it, which the emergency may require.

Ordinary.

2. Ordinary field allowances are applicable to the encampment under canvas of troops in the United Kingdom or in the Colonies.

Extraordinary.

3. Extraordinary field allowances are sanctioned in cases when and wherever troops are engaged in military operations in the field in time of war, disturbance, or insurrection, whether actual or apprehended.

Grants to be Reported.

4. When either of these allowances is granted to troops serving out of the United Kingdom, the officer making the grant shall immediately report the same to the Secretary of State for War, stating his reasons for making the grant.

Persons entitled to Receive.

5. None but officers actually present and serving with, or in immediate connection with the troops, and not being in occupation of public quarters nor in receipt of lodging money, shall be deemed entitled to receive field allowance; and heads of departments, commanding and other officers certifying the returns of persons so entitled will be held strictly responsible for their accuracy.

Mode of Issue.

6. Issues of field allowances shall be made in manner following, viz. :—

Ordinary (which is to be given only when specially authorized) by daily issue in arrear, commencing from the date of the encampment of the troops.

Extraordinary, for three months in advance, commencing from the date of the order to take the field. In cases, however, where military operations are likely to be of longer duration and of more serious extent, a double issue he extraordinary allowance, amounting to six months in the whole, may ctioned by a general officer on a foreign station, who will immediately he same to the Secretary of State for War; or if the troops proceed e United Kingdom, the previous authority of the Secretary of State double issue must be obtained. But if the service for which the

three or six months' advance has been made shall extend beyond these periods respectively, the allowance for any further period shall be made according to the number of days, monthly, in arrear. Staff and Regiments Officers.

Officers Joining.

7. An officer, on joining the force, who has not previously received field allowance, shall be entitled, when the ordinary rate is being issued, to receive it from the date of his joining, and when the extraordinary rate is being issued, to receive it in advance for three or six months from the date of the order for him to take the field.

The subsequent allowance being made by daily issue, as provided in the preceding article.

Succession to Higher Appointments.

8. An officer serving with any field force who has received an advance of field allowance, and who shall succeed to a higher appointment, or obtain promotion or a staff appointment, shall, if he continue to serve with the same force, be entitled to receive the difference between his old and new rates of allowance, as a daily issue, from the date of the General Order notifying such appointment or promotion.

Officers Leaving the Force.

9. If an officer who has received an advance of field allowance shall quit the force with which he is serving, in consequence of ill-health or wounds, or on account of being ordered elsewhere, he shall not be liable to refund any portion of it to the public.

Should he, however, leave the force for his own convenience, he shall retain only that portion to which he would have been entitled up to the date of his departure, if it had been issued daily, and he shall refund the remainder.

Brevet Rank not to Carry Allowance.

10. A captain having brevet rank shall not receive field allowance according to that rank, unless he be directed by General Orders to perform field officer's duties.

Captains Performing Field Officer's Duty.

11. A captain succeeding to the command of a regiment, or directed by General Orders to perform field officer's duties therewith, shall be entitled to receive a field officer's allowance.

Officer Commanding a Company.

12. An officer commanding a company shall be entitled to the allowance of a captain.

Double Issues Prohibited.

13. No officer shall, under any circumstances whatsoever, be authorized or permitted to receive or enjoy more than one rate of field allowance.

Bât Animals and Mules.

14. When bât horses or mules are required for regimental purposes they will be provided under the orders of the general or other officer commanding the force, and he will be guided by such instructions as may from time to time be issued by the Secretary of State for War.

Tents and Camp Equipment.

The issue of tents and camp equipment will be regulated in like manner.

Officers not already provided for by the Rules of the Service.

15. In any case, arising out of the United Kingdom, where a new appointment connected with the service, and not provided for by these regulations, shall appear to be absolutely necessary, the officer in command shall forthwith report and explain such necessity to the Secretary of State for War, awaiting the decision that may be given thereon; but if the case be one of emergency, he may, if he sees fit, nominate to such appointment, assigning

Staff and Regimental Officers.

to the person selected such temporary rank as may be proper, and causing the same to be notified in general orders; and such person shall be entitled to receive a corresponding rate of field allowance, if his employment bring him within the strict meaning of these regulations.

Given at our Court at St. James's this 26th day of April, 1862, in the twenty-fifth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

SCHEDULE of FIELD ALLOWANCES, applicable to HOME, COLONIAL, or FOREIGN SERVICE, as explained respectively in the foregoing Royal Warrant:—

Class.	Rank.	Ordinary. A. Per diem. £	s.	d.	Extraordinary. B. Per diem. £	s.	d.
	GENERAL, GARRISON, DEPARTMENTAL STAFF.						
1	General Officer, if commissioned as Commander of the Forces, or if in chief command of an Army,	1	10	0	2	10	0
1	General (or General Officer commanding a distinct Corps of the Army),	1	4	0	2	0	0
2	Lieutenant General (or General Officer commanding a Division) and Officers ranking as such,	0	18	0	1	10	0
3	Major General (or other Officer commanding a Brigade) and Officers ranking as such,	0	12	0	1	0	0
4	Brigadier General and ditto,	0	9	0	0	15	0
5	Colonel and ditto,	0	6	0	0	10	0
6	Lieutenant Colonel and ditto,	0	4	6	0	7	6
7	Major and ditto,	0	3	0	0	5	0
8	Captain and ditto,	0	2	0	0	3	6
9	Lieutenant and ditto,	0	1	6	0	2	6
10	Ensign and ditto,	0	1	0	0	2	0
	REGIMENTAL OFFICERS.						
	Field Officer, Surgeon Major, Surgeon, Paymaster, if ranking as Major, — each	0	2	6	0	4	6
	Captain, Paymaster, if ranking as Captain, Assistant Surgeon, after 6 years' service, Veterinary Surgeon, if ranking as Captain, — each	0	1	6	0	2	6
	Adjutant, Riding Master, Quarter-master, Assistant Surgeon, under 6 years' service, Veterinary Surgeon, if ranking as Subaltern, — each	0	1	0	0	2	0
	Subalterns,	0	1	0	0	1	6

[redacted]

FIELD AND GUN EXERCISES.

H. G. Gen. Ord., 803. *9th Jan.*, 1862.

Gun Exercise.

REFERRING to General Order No. 732, dated 10th August, 1859, requiring that infantry regiments should be taught the great gun drill, the General Commanding in Chief requests that general officers will call upon commanding officers under their orders to furnish a quarterly return of the number of parades for that purpose, and forward them to the Adjutant General for His Royal Highness's information.—G.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 249. AT HOME AND ABROAD. *4th April*, 1863.

Brigade Drill.

THE two following paragraphs (4 and 5) having been added to Section 5, Part VI., of the "Field Exercise and Evolutions of Infantry," His Royal Highness the Field Marshal Commanding in Chief directs that they be inserted in all copies in use in regiments and depôts :—

4. *Changing Front on a Central Battalion at right angles.*—The battalion of formation, and any battalion that is thrown forward, will proceed as directed in No. 3 of this section. Any battalion that is thrown back will be retired till its proper front company becomes perpendicular to that point in the new alignment where its outer flank will rest; the column will then take ground inwards by fours until it is clear of, and an arm's length beyond, the alignment; it will then be ordered to front turn, and wheeled (as described in Part IV., Section 16) into position.

5. *Changing front on a Flank Battalion, the remainder thrown back.*—The battalion of formation will proceed as described in Nos. 1—4 of this section; the remainder as directed for the battalions thrown back in Nos. 3 or 4.—B.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 262. *27th May*, 1863.

Gun Exercise.

HIS Royal Highness the Field Marshal Commanding in Chief is pleased to direct that general officers call upon commanding officers under their orders to state in the return alluded to in General Order dated 9th January, 1862, No. 803, the reason why no gun drill has taken place, when such is the case.—G.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 270. AT HOME AND ABROAD. *11th July*, 1863.

Platoon Exercise.

IT having been found that the frequent use of the steel rammer causes the wear of rifled barrels by its friction on the lands, the Field Marshal Commanding in Chief, with the view of obviating its unnecessary use, is pleased to order that the several motions of the platoon exercise be gone through by drilled soldiers without drawing the ramrod; and with this view His Royal Highness desires that the following instructions be inserted at page 163 of the "Field Exercise and Evolutions of the Infantry."

Platoon Exercise.

These simulated motions, and the occasional use of the rod at firing blank and practice ammunition, will answer every purpose of maintaining the efficiency, in this respect, of *trained* soldiers, and recruits will be taught in the usual manner, with the second class arms provided to all depôts for their instruction.

Details of the "Platoon Exercise" as regards the motions of the ramrod, without actually using it, to be used at inspections, &c.

ROD.—Quit the head of the ramrod, raise the right hand as high as the head, then lower it to the muzzle of the rifle, the thumb pressed upon the first two fingers, the remaining fingers closed in the hand, knuckles towards the body, elbows square with the wrist.

TWO.—Raise the right hand to its full extent by straightening the arm, turn the hand by bringing the knuckles to the front, the fingers remaining in the same position as in first motion.

HOME.—Lower the right hand until the second finger touches the muzzle of the rifle, elbow close to the body, and knuckles inclining to the right.

TWO.—Raise the right hand as high as the head, the thumb pressed upon the first two fingers, remaining fingers closed in the hand, and knuckles to the front.

THREE.—Bring the hand down again to the muzzle of the rifle, elbow close to the body, and knuckles inclining to the right.

FOUR.—Raise the right hand twice about one inch from the muzzle of the rifle, the fingers and knuckles in same position as in the third motion.

RETURN.—Raise the right hand as high as the head, then lower it to the muzzle of the rifle, the thumb pressed upon the first two fingers, remaining fingers closed in the hand, and knuckles towards the body.

TWO.—Raise the right hand to its full extent by straightening the arm; then turn the hand by bringing the knuckles to the front, and lower it until it reaches the head of the ramrod, which seize between the second joint of the forefinger and thumb, and at the same time, dropping the left hand to its full extent, grasp the rifle.—P.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 283. *4th Jan.*, 1864.

Platoon Exercise.

HIS Royal Highness the Field Marshal Commanding in Chief desires that at all inspections of infantry by general officers, the ramrod may be used when going through the platoon exercise, although it is not required to load with blank or ball ammunition.—P.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

FIRES AND FIRE ENGINES.

W. O. Circ., 354. *3d Dec.*, 1858.

Prevention of Fire.

WITH reference to the Circular Order of the late master general and Board of Ordnance, dated 9th March, 1846 (L—68), prohibiting the use of lucifer matches in ordnance or barrack storehouses or workshops, Secretary Major General Peel desires that a report may be made, by the officers undermentioned, stating whether the order above quoted is strictly enforced in their respective departments; and, further, whether a notice of the prohibition is conspicuously hung up in all storehouses, workshops, and buildings connected with the War Department.

Cases of spontaneous combustion having occurred from oiled rags and cotton waste, Secretary Major General Peel also desires that strict care may be exercised in the use of these articles, that all such oiled rags, cotton waste, oakum, &c., may be collected from time to time, and burned, and that they be on no account allowed to remain lying about the stores or buildings.—L.

B. HAWES.

To Officers Commanding Artillery and Engineers, Superintendents of Departments, Store Officers, Barrack-masters, Commissariat Officers, Master Gunners, &c., &c., &c.

W. O. Circ., 433. *11th June*, 1859.

Fire Engin

WITH reference to Section 11, Article 2, of the Royal Engineer Code, in which it is ordered that specific provision is to be made in annual estimates for the periodical painting of fire engines, while expenses on account of repairs to fire engines are under the present system charged in the respective barrack-masters' or storekeepers' accounts:

Secretary Major General Peel has decided that in future the cost of painting and repairing fire engines and their appurtenances shall be charged to the incidental item of the engineer barrack or civil buildings' estimate, according as they belong to the Barrack and Military Store Departments.

The necessity for painting fire engines must, however, greatly depend upon the amount of work they may have done, and the time for its execution will be left to the judgment of the barrack-master or storekeeper and the commanding royal engineer.—B.

B. HAWES.

W. O. Circ., 695. HOME AND FOREIGN. *3d July*, 1861.

Prevention of Fire.

THE attention of the Secretary of State for War having been drawn to the Order of the master general and Board of Ordnance, dated 13th December, 1841, O. 212, relative to the prevention of fire:

Lord Herbert desires that, in the event of any *unusual* appearance of fire or light, or any indication of danger to the building by fire, however trivial it may seem, within the walls or buildings of the various garrisons and military establishments, instantaneous notice may be given by the person witnessing it to the proper authorities, so as to guard as much as possible against a recurrence of the calamity which took place within the Tower of London in the year 1841. A notice to this effect is to be posted within the several buildings.—B.

B. HAWES.

FORAGE OF OFFICERS' HORSES.

W. O. Circ., 421. *5th May*, 1859.

lowance. SIR,—WITH reference to the circular letter from this office, dated 16th December, 1856, No. 1243, stating that the money allowance in lieu of forage for horses required to be kept by officers of the general staff, of regiments of infantry of the line, of artillery, and of engineers, for the public service, should be uniform, at 2*s.* per ration, throughout Great Britain, Ireland, and the Channel Islands:

I am directed by the Secretary of State for War to inform you that as the above rate is calculated to include the cost of stabling, which is estimated at 6*d.* a day, the full allowance of 2*s.* a day can only be granted in those cases where the officers have to provide stabling at their own expense for the horses kept by them for the public service; and that, where the horses are stabled at the public expense, the allowance to be issued, after the 1st April, 1859, will be only 1*s.* 6*d.* per ration.

I am therefore to point out that all charges for the allowance in lieu of forage at the higher rate of 2*s.* are, after the above-mentioned date, to be vouched by a certificate in the annexed form.

I have, &c. B. HAWES.

To Officers Commanding, and others.

I hereby certify that the horses for which forage allowance is claimed by me were actually effective, and necessarily kept for the public service, during the period for which the allowance is claimed, and that forage has not been drawn for them from any contractor or other person, in kind, at the public expense, and that they have not been provided with stabling at the public expense.—A.

Dated at——, this —— day of ——.

W. O. Circ., 439. *1st July*, 1859.

llowance. SIR,—With reference to Circular No. 421, dated 5th ultimo, I am directed by Mr. Secretary Herbert to acquaint you, that from the 1st of April, 1859, the money allowance in lieu of forage for horses required to be kept by officers of the general staff, of regiments of infantry of the line, of artillery, and of engineers, at home stations, will be 1*s.* 10*d.* per ration, if provided with stabling at the public expense, and 2*s.* 4*d.* if not so provided.—A.

I have, &c. B. HAWES.

To Officers Commanding, and others.

GENTLEMEN AT ARMS.

H. G. Circ. Mem., 213. AT HOME AND ABROAD. 15*th July*, 1862.

HER MAJESTY having been pleased to approve of a re-organization of the corps of gentlemen at arms, and to order that future vacancies therein should be filled up by officers of the army and Royal Marines of long or meritorious service, to be selected by Her Majesty from a list kept at the Horse Guards by the General Commanding in Chief, the following extract of the amended regulations in reference to appointments thereto, which will be adopted henceforth in lieu of those promulgated on the 25th May, 1861, is published, for the information of officers of the army. Re-organization.

The purchase of commissions is to cease, compensation being made to existing interests, from the reserved fund, by the Secretary of State for War; and no officer who may be appointed to the corps henceforth will be allowed to sell his commission.

Officers wishing to become candidates for commissions in the corps should apply to the military secretary at the Horse Guards, stating their qualifications, according to the following regulations:—

The lieutenant must either be, or have been, a colonel or lieutenant colonel in the British army, Indian army, or the corps of Royal Marines.

The standard bearer, the clerk of the cheque, and the harbinger, must either be, or have been, lieutenant colonels, or majors in the British army, Indian army, or the corps of Royal Marines.

The private gentlemen must either be, or have been, captains or subalterns in the British army, Indian army, or the corps of Royal Marines.

The officers and private gentlemen on half pay are to enjoy the same, together with their salaries.

No officer will be appointed to the corps under the height of 5 feet 8 inches.

No officer will be appointed to the corps above the age of fifty.—Q.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

GYMNASTICS.

H. G. Gen. Ord., 826. *30th May*, 1863.

egulations. THE Field Marshal Commanding in Chief has desired that the following regulations be circulated for general information and guidance, with a view to the established system of military gymnastics being carried out on a uniform plan at all stations where gymnasia are or shall hereafter be constructed.

The object of the system is to develop and increase the physical powers of the men: and the exercises laid down are so arranged that, while the most advanced are sufficient to test the powers of the strongest, the preliminary ones can be performed without injury to the weakest frame.

Depôt Battalions and Stations where Recruits are Trained.

The gymnastic training of recruits is to commence simultaneously with the squad drill without arms; and in order that this shall not interfere with the prescribed musketry course, His Royal Highness has decided that, under ordinary circumstances, recruits shall not be handed over to the musketry instructor for the first two months after joining, during which time the gymnastic training will form a component portion of the ordinary recruit drill, marching, manual, and platoon exercises, &c.

As a general rule, one hour's drill in the gymnasium daily will be sufficient for the first month, during the whole of which time the gymnastic drill is to be carefully confined to the elementary exercises, and on no account to go beyond the second course. Previously to commencing the course, measurements are to be taken of the chests and arms of the recruit, —his height, weight, and age, are also to be noted. Measurements are to be again taken at the termination of the course, or when he takes his place in the ranks.

At the end of the first month the progress of the recruits is to be tested, and all those who are found capable of performing efficiently the exercises in the second course are to be formed into separate squads, and instructed in the exercises of the third course; those who are incapable, repeating the second, and their attendance at the gymnasium being increased to two hours daily, if requisite.

At the end of the second month the squads should be tested again, and all those sufficiently advanced selected for further instruction in the fourth and fifth courses, after they shall have undergone the prescribed musketry course for recruits.

All recruits, however active and powerful naturally, are then to continue the gymnastic exercises for a third month, and at the end of that time a selection is again to be made, and all those who come up to a standard of strength and activity—the test being the capability of performing all the exercises laid down in the fourth course—are to be relieved from further attendance at the gymnasium as a drill, leaving it optional for them to further improve themselves by voluntary practice, for which the gymnasium is to be open at stated hours.

Weak and awkward recruits are to be kept under gymnastic training for

six months, and if at the end of that time they should be below the standard of efficiency laid down, a detailed report of their cases is to be made to the Adjutant General. Regulation

Camps or Garrison.

In camps or garrisons the gymnastic instruction of the drilled soldier is to be carried on in such a manner as to interfere as little as possible with the ordinary duties, and this can be done without difficulty as follows:—

A certain number of men should be selected (the number depending upon the capacity of the gymnasium, but in no case to exceed one-sixth of the garrison), and subjected to a strict medical examination—all those with rupture, or a tendency to it, being rejected; they should then be formed into squads, and detailed to attend every alternate day for one hour, taking care that the guards and other garrison duties are not interfered with.

The accompanying table, marked A., shows the hours of instruction at a gymnasium capable of containing sixty men at a time; the same, with such slight alterations as circumstances might require, would serve for all garrison gymnasia.

The duration of the course is not to exceed three months.

In selecting men to go through a course of gymnastics, the attendance of men under ten years' service is to be made compulsory, as it is upon such men that the course will work the greatest benefit.

Some years must necessarily elapse before the system can become general in the army, and the full benefit of it felt, by which time, probably, most of the men now over ten years' service will have received their discharge.

The object of gymnastic training, after the forming of the recruits, is to harden and strengthen the trained soldier, so as to enable him to cover 1,000 or more yards of ground at a rapid pace, and leave him in good wind, and able to use his bayonet efficiently; this, with very rare exceptions, is an impossibility at present, though it is within the power of whole battalions in some of the foreign armies, which have proved the advantages of it in the field.

Every encouragement is to be given to the officers and non-commissioned officers of cavalry to receive instruction in fencing, for which purpose classes are to be formed, and certain hours set apart for the men to practise gymnastics voluntarily; but no man is to be allowed to attend a voluntary class until he shall have gone through a three months' course.

In order further to encourage the men—at the end of every three months' course three or four of the most efficient are to be retained at the gymnasium to go through a second course, at the termination of which, if they showed further improvement, and gave promise of becoming efficient instructors, they should be appointed assistant instructors, from among whom the regular instructors are to be selected as required.

Brigade of Guards.

The duties which the foot guards have to perform, and the distance of the different barracks in London from the St. John's Wood Gymnasium, render different arrangements necessary. The present plan is to detach one company from each battalion, and give the men three hours' exercise at gym-

egulations. nastics daily for one month, no other duties being required of them during that time. Four companies have gone through a course on this plan with satisfactory results; and the existing system will be continued in the guards' division, subject to further orders.

A few rules suitable for all gymnasia are appended.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

RULES TO BE OBSERVED IN ALL GYMNASIA.

1. Previously to going through a course of gymnastic training, all men must undergo a strict medical examination as to fitness.
2. The attendance of men under 10 years' service is compulsory—above 10 years voluntary.
3. Weak or awkward men should be selected in preference to any others.
4. The duration of a lesson is not to exceed one hour and a half.
5. When combined with recruit drill, attendance at the gymnasium is required daily for one hour during the first month; subsequently the attendance may be increased to two hours, if requisite.
6. Measurements must be carefully taken of the chest and arm of each man at the commencement and termination of each course; the measurement of the chest is to be taken with the arms stretched out horizontally, the fore arm with the arm extended and fist clenched, and the upper arm with the arm doubled up and the fist clenched. The weight and height are also to be recorded.
7. The duty soldier is only required for one hour every alternate day.
8. The duration of a course is three months.
9. No man is to be allowed to attend the gymnasium for voluntary practice, unless he has gone through a three months' course of instruction.
10. Instructors are always to be present during voluntary practice.
11. Instruction in fencing and gymnastics is to be afforded to such officers and non-commissioned officers as desire it, at such times as the officer superintending the gymnasium may appoint.
12. A return, according to the annexed form marked B., is to be furnished to the director of gymnastics, for transmission to the Adjutant General at the termination of each course.

A.

TABLE showing the hours of instruction in a gymnasium calculated to accommodate four classes of men, of fifteen each, at a time. Staff, four instructors and assistants.

MONDAY.	TUESDAY.	WEDNESDAY.
Morning. A., 9·30 to 10·45, 60 men. B., 10·45 to 12, 60 men.	*Morning.* E., 9·30 to 10·45, 60. F., 10·45 to 12, 60.	*Morning.* C., 9·30 to 10·45, 60. D., 10·45 to 12, 60.
Afternoon. C., 1·30 to 2·45, 60 men. D., 2·45 to 4, 60 men. 4 to 6. Instructions in fencing and gymnastics to officers and N.-C. officers and voluntary classes of men.	*Afternoon.* Fencing classes of N.-C. officers from 1·30 to 4. 4 to 6. Instructions in fencing and gymnastics to officers and N.-C. officers and voluntary classes of men.	*Afternoon.* A. 1·30 to 2·45, 60. B., 2·45 to 4, 60. 4 to 6. Instructions in fencing and gymnastics to officers and N.-C. officers and voluntary classes of men.

THURSDAY.	FRIDAY.	SATURDAY.
Morning. Fencing classes of N.-C. officers from 9·30 to 12.	*Morning.* A., 9·30 to 10·45, 60. B., 10·45 to 12, 60.	*Morning.* E., 9·30 to 10·45, 60. F., 10·45 to 12, 60.
Afternoon. E., 1·30 to 2·45, 60. F., 2·45 to 4, 60. 4 to 6. Instructions in fencing and gymnastics to officers and N.-C. officers and voluntary classes of men.	*Afternoon.* C., 1·30 to 2·45, 60. D., 2·45 to 4, 60. 4 to 6. Instructions in fencing and gymnastics to officers and N.-C. officers and voluntary classes of men.	*Afternoon.* Cleaning.

N.B.—Instruction may also be given to officers from 7 to 8 A.M. in summer, and 7·30 to 8·30 in winter.

(*The letters A. B.—C. D., &c., indicate different classes.*)

B.

RETURN of Course of Gymnastic Training at ——, ——day of ——, 186—.

Corps.	Number of men at termination of Course.	Date.	Average.						Increase.				Number of Days' Attendance.	Average Daily Attendance.			Remarks.
			Age.	Height.	Weight.	Chest.	Fore Arm.	Upper Arm.	Weight.	Chest.	Fore Arm.	Upper Arm.		Officers.	N.-C. Officers.	Men.	
				ft. in.	st. lbs.	ins.	ins.	ins.	lbs.	ins.	ins.	ins.					
A	57	1 June	20	5 7	9 12	35	10½	11¼					26	5	7	25	
B C D		31 Aug.	..	..	9 13	35¾	10¾	11½	1	¾	¼	¼					

R.

H. G. Circ. Mem., 269. *8th July*, 1863.

THE following exercises* for the regulation clubs, as drawn up by Lieutenant Anderson, of the 64th Regiment, are to be adopted at all stations where dumb and bar bells are not supplied for the use of the gymnasia.—C. Club Exercises.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

*Printed under the superintendence of Her Majesty's Stationery Office. (Price Threepence.)

HONOURS, SALUTES, &c.

H. G. Circ. Mem., 42. AT HOME AND ABROAD. 13*th June*, 1860.

Members of Civil Departments.

No member of the civil departments attached to the army is entitled to demand to be saluted by soldiers unless he bears a commission.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 53. AT HOME AND ABROAD. 20*th July*, 1860.

Military Chaplains.

HIS Royal Highness the General Commanding in Chief desires that soldiers may be instructed to salute all military chaplains, paying them the compliment due to their relative rank.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 55. AT HOME AND ABROAD. 6*th Aug.*, 1860.

Civil Magistrates and Courts.

BY the regulations of the service, a soldier is required to keep his cap on in the presence of a superior; but as the contrary usage prevails in civil life, the General Commanding in Chief directs that in a civil court and before a magistrate, a soldier not under arms shall remove his cap.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 57. AT HOME AND ABROAD. 16*th Aug.*, 1860.

Volunteers.

ALL officers of volunteers holding commissions are entitled, when in uniform, to the same salute as officers of Her Majesty's guards and line and militia, according to their rank.

All guards are to pay the same honours to volunteers under arms as are laid down in paragraph 24, page 33, of Her Majesty's Regulations.—V.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 782. 25*th March*, 1861.

Civil Departments, Navy and Marines.

THE General Commanding in Chief desires that paragraph 1, page 5, and paragraph 28, page 34, of the Queen's Regulations and Orders for the Army (edition 1859), may be altered as follows, viz.:—

Paragraph 1, page 5.—Staff officers of regiments, and officers of the civil departments attached to the army, are, in regard to choice of quarters, to be classed with the several ranks specified below; but this is not to give regimental staff officers, nor officers of the civil departments, any claim to military command, nor to salutes from ships of war, forts, or guards.

Paragraph 28, page 34.—All guards and sentinels are to pay the same compliments to the officers of the Royal Navy and Marines, when in uniform, as are directed to be paid to officers of the army; *sentinels only* will pay similar honours to officers of the civil departments attached to the army, according to their relative ranks.—C. M. N.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 167. AT HOME AND ABROAD. *28th Nov.*, 1861.

HIS Royal Highness the General Commanding in Chief directs that the same funeral honours shall be paid to military medical officers, who may die whilst attached to and serving with troops, to which combatant officers of the same relative rank are entitled.—M. Medical Officers.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 832. *26th Aug.*, 1863.

REFERRING to the Queen's Regulations and Orders for the Army, page 33, paragraphs 19 and 20, it is to be understood that a battery of Royal Artillery, with its guns, is equivalent to a regiment with its colours, and is to be saluted accordingly.—A. Battery of Artillery.

By Command. A. H. HORSFORD, *Dep. Adj. Gen.*

HORSES.

H. G. Circ. Mem., 99. CAVALRY. *24th Dec.*, 1860.

Officers' Chargers.

1. The General Commanding in Chief has observed, from the returns recently forwarded, that comparatively few cornets, on joining, have availed themselves of the regulation by which they are permitted to select horses from the regimental or remount horses of their respective regiments.

2. His Royal Highness intended this regulation to secure to young officers efficient chargers at moderate prices.

3. He can only attribute its failure up to the present time to the class of horse purchased not being sufficiently good for officers' chargers—or to the young officers not having received encouragement to avail themselves of the privilege.

4. With a view to securing to them the benefit of the regulation, His Royal Highness directs that when a cornet joins his regiment, the commanding officer shall, in every case, order the dealer who supplies the regiment with troop horses to provide two in addition, as officers' chargers, for which he will receive £50 each from the paymaster, to be repaid by the officer when they have been passed sound by the veterinary surgeon, and approved of by the commanding officer, who will be held as responsible for the proper selection of these horses, as he is for that of the troop horses.

5. These horses are not to be under four years old, or to exceed five: and they are to be subjected to the approval of the inspecting general of cavalry, with other remounts, at the half-yearly inspections.

6. They are to be considered the private property of the officers, but are not to be sold without the approval of the commanding officer; and the horse selected as first charger is not to be used for hunting or for harness.

7. Should either or both of these horses become unfit, from disease or accident on duty, they may be returned to the ranks, and the officer be permitted to select others to replace them, from the next remounts, at troop price.

8. If within two years either or both shall be found, from want of action or from vice, unfit for an officer's charger, they may be returned to the ranks, and others selected from the remounts to replace them, with the consent and approval of the commanding officer.

9. Any other officers, under the rank of field officer, in want of chargers, will be permitted to select two from the remount horses, with the exception of medical officers, veterinary surgeons, paymasters, and quarter-masters, who may select one each, paying the sum of £50 for each horse, and the rules laid down for officers joining will be applicable to them also.

10. Officers raised from the ranks will be permitted to select from the ordinary remounts under the foregoing rules at the troop price.

11. If these orders are strictly attended to, and commanding officers will take upon themselves to furnish the parents or guardians of young joining with a list of articles absolutely necessary for their equip- His Royal Highness feels no doubt that the expense of fitting out a now so much complained of, will be reduced to a moderate and able sum.

His Royal Highness has convinced himself, by very minute inquiry,

that the chief expense of the cavalry does not consist in what is necessary for an officer's equipment and sustenance, but in the expensive habits, independent of the profession, in which a young officer is not only not called upon to indulge, but which are highly injurious to him. Officers' Chargers.

13. All previous orders on this subject are hereby cancelled.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 103. CAVALRY. 16*th Jan.*, 1861.

A CERTAIN number of riding masters, veterinary surgeons, rough riders, and farriers, having been trained in Mr. Rarey's system of horse-breaking, His Royal Highness the General Commanding in Chief desires that, in all regiments which have officers or men instructed, the system shall be adopted and fairly tried, and carried out upon all remount horses previously to their being put through the manége lessons. Mr. Rarey' System.

It is true that many horses being now bought at four years old may have been backed and partially broken, and may not absolutely require to be subjected to the system; but as it is hoped that, by this means, vice will be prevented in untaught horses, and eradicated in cases where horses are imperfectly broken, His Royal Highness desires that it may be universally applied.

Officers commanding regiments will produce to the inspector general of cavalry at each half-yearly inspection a return, according to the accompanying form, of horses thus broken, stating the number of lessons before saddling, and the total number of lessons in the school, from first to last, before joining the ranks in squadron.

By Command. A. HORSFORD, *Dep. Adj. Gen.*

——— Regiment of ———, Head-quarters,——, 1861.

RETURN of remount horses which have been subjected to Mr. Rarey's system of breaking, in conformity with Horse Guards Circular No. 103, dated 16th January, 1861.

Troop Letter and Number.	Joined Regiment.	Number of Lessons before Saddling.	Total Number of Lessons before joining ranks.	Remarks on any peculiarity, vice, &c.

R.

——, Signature of Officer Commanding.

H. G. Circ. Mem., 132. 20*th May*, 1861.

WITH a view to prevent contagious diseases being introduced into regiments of cavalry, the Royal Artillery, or Military Train, His Royal Highness the General Commanding in Chief directs that commanding officers will cause all horses joining those branches of the service, whether officers' or troop horses, to be inspected by the veterinary surgeon, who will furnish a certificate of their being free, or otherwise, from glanders or farcy.—R. Inspection of Remounts

By Command. JAMES YORKE SCARLETT, Adj. Gen.

H. G. Circ. Mem., 200. CAVALRY AND ARTILLERY. *24th April*, 1862.

Officers' Chargers.

To facilitate still further the mounting of officers of the Royal Artillery and cavalry, His Royal Highness the General Commanding in Chief, with the concurrence of the Secretary of State for War, is pleased to permit officers to select horses from the ranks under the following regulations, which, however, do not abrogate those laid down in the Circular Memorandum dated 24th December, 1860, No. 99.

1. An officer, under the rank of field officer, may select any horse not previously told off for a non-commissioned officer, on the payment of £50 to the paymaster.

2. The paymaster will credit the Government with the troop price only, —the difference being applied, through the regimental dealer, to the purchase of remount horses of a superior class; so that officers may have increased opportunities of selecting suitable chargers.

3. No horse so selected shall be sold by private contract, or otherwise disposed of by the officer, within five years from the date of selection; but, after the expiration of that period, such horse may become his property without restriction.

4. Should the officer wish to part with the horse before he has had it five years, he must place it at the disposal of his commanding officer, who will, if it be passed sound and efficient as a trooper or gun horse—and provided its age does not exceed six years—take it back into the ranks at troop price. If, however, though sound, it be over six years old, the officer will receive £5 less than troop price for every year exceeding such age.

5. Should the horse not be sound, it may be cast, and sold with other cast horses, the officer receiving the proceeds of sale.

6. In either of the cases stated in paragraphs 4 and 5, the officer may, with the consent of his commanding officer, purchase another horse from the ranks for £50.

By these means, and without any loss to the public, it is expected that dealers will be enabled to buy troopers likely to be selected by officers, who will thus have the opportunity of securing good horses at very reasonable prices.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

INCOME DUTY.

I. D., 11246. FOREIGN. *25th April*, 1864.

Lodging Money, &c., Taxable.

IT having been decided that lodging money, or the value of quarters when lodging money is not issued, ought to be taken into account as beneficial income in computing the total income of an individual, although such lodging money, or value of quarters, is not itself taxable abroad, the Commissioners of Income Duty for this office direct, that, in the case of every officer or other person not belonging to and actually serving with the regiment of the regular army, who may claim exemption from a rebate of income duty in respect of the year 1864-5, the amount of lodging money received by such individual, or if he hold quarters, then the amount of equivalent lodging money—*i. e.*, the lodging money to which he would be entitled were quarters not so provided for him—shall be inserted in his affidavit as a portion of his total income.

As some alteration in the forms of affidavit is necessitated by this change, a supply of forms of affidavit for rebate and for exemption respectively is transmitted herewith, in supersession of all such forms heretofore forwarded to you.—L.

DENHAM ROBINSON.

I. D., 11246. HOME. *25th April*, 1864.

Allowances Taxable.

THE Commissioners of Inland Revenue having pointed out to the Commissioners of Income Duty for the War Office that the Acts of Parliament require that income duty should be levied on all lodging money granted at home to officers and other persons not belonging to and actually serving with regiments of the regular army, and that such lodging money, or the annual value of quarters when provided, should, in the case of the said officers and others, be taken into account in estimating the total taxable income of each individual, the commissioners for this office direct as follows:—

1st. All lodging money, house allowance, and furniture allowance issued to any officer or other person employed at home, and not belonging to and actually serving with a regiment of the regular army, shall be held liable to income duty at the current rate from and after the 1st April, 1864, and is to be assessed for such duty by the officer who may issue the allowance.

2d. In the case of every person to whom lodging money, house allowance, or quarters, shall be granted, such person being employed at home, and neither belonging to nor actually serving with a regiment of the regular army, the amount of such allowance, or, if no allowance be issued, then the annual value of the quarters, shall be added to his other sources of income in estimating the total amount of his income.

3d. The annual value of quarters shall be shown by the certificate of the local assessor; but such certificate need only be obtained in the case of officers or others claiming exemption from or rebate of income duty.

4th. Income duty will be required on the income of every person whose income from all sources whatever amounts to £100 for the financial year; but if such person's income from all sources amount to less than £200 for the financial year, then he will be entitled, after the expiration of the year, to a refund of income duty paid on £60 of his income.

Allowances Taxable.

5th. Officers and others with incomes below £100 per annum are to claim exemption on the form (Exemption—Home), of which copies are sent herewith;* and persons claiming rebate in regard to 1864-5, or any subsequent year, on the ground of their respective incomes being below £200, are to make use of the form (Rebate—Home), herewith* transmitted.

6th. Great care must be taken that the forms of declaration for claiming exemption or rebate already in your possession be not used except when required in respect of the year 1863-4; no other forms than these now sent are to be used for the year 1864-5.—A. L.

DENHAM ROBINSON.

War Office, April, 1864.

Instructions for Accountants.

THE following instructions are issued for the guidance of all accountants and others making payments on behalf of the War Office:—

1st. Income duty is payable at the rate of sixpence in the pound sterling on all incomes which, from every source, military or civil, amounts severally to £100 or upwards for the year; but persons whose incomes are severally below £200 are allowed a rebate of £60 from the total sum to be assessed. For example, a person whose income is £150 for the year will only be required ultimately to pay income duty on £90.

2d. Incomes severally below £100 for the year, from every source, civil or military, are exempt from income duty. Claims to such exemption are to be made forthwith upon the forms marked (Exemption—Home), if the claimant be within the United Kingdom, and (Exemption—Foreign), if he be elsewhere.

3d. All payments to persons whose claims to exemption have not been admitted by the commissioners for the War Office are to be assessed on issue, at the full rate of sixpence in the pound.

4th. *After the expiration of the year*, persons who claim the rebate of £60 from their several incomes, on the ground that their respective incomes, from all sources, were below £200, are to make declaration to that effect on the form (Rebate—Home), if resident or serving within the United Kingdom, and if the income in question shall have been derived wholly from funds under the control of the Secretary of State for War; or to make affidavit on the form (Rebate—Foreign), if resident or serving out of the United Kingdom, however the income may have been derived.

These claims must be preferred in reference to the year 1864-5, before or on the 30th of June, 1865, or they will be rejected by the commissioners.

Persons resident or serving in the United Kingdom, whose incomes are not derived wholly from army sources, are to prefer their claims for the rebate to the local commissioners of the districts in which they respectively reside or serve.

5th. On the claims to rebate being admitted by the commissioners, instructions will be issued to the accountants to repay to the several claimants the income duty on £60.—D.

By order of the Commissioners. DENHAM ROBINSON.

*May be had on application at the War Office.

INSTRUCTION OF MUSKETRY.

W. O. Circ., 297. *4th Aug.*, 1858.

Stationery.

SECRETARY MAJOR GENERAL PEEL being of opinion that the commuted allowances for stationery established by the War Office Circular of 25th May, 1855, are sufficient for all the purposes of a regiment, and that all correspondence on the subject of musketry training should be conducted by the commanding officer, has decided that a separate supply of stationery for the use of the musketry instructor shall be discontinued.

The necessary printed forms will be supplied by this office as heretofore.—S.

B. HAWES.

H. G. Circ. Mem., 47. *3d July*, 1860.

Book of Regulation

HIS Royal Highness the General Commanding in Chief desires that all officers of infantry shall have in their possession a copy of the latest edition of the Regulations for Conducting the Musketry Instruction of the Army, which they are to produce at half yearly inspections.—B.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 119. AT HOME AND ABROAD. 18*th March*, 1861.

Attendance of Medical Officers at Practice.

A REDUCTION in the number of assistant surgeons of regiments having been determined on, the General Commanding in Chief desires that the attendance at ball practice of medical officers attached to regiments and depôt battalions may, after such reduction, be dispensed with at all stations at home and abroad, except the East and West Indies, Ceylon, and China; and as the Secretary of State for War has sanctioned an increase of staff assistant surgeons for duty at rifle practice at Gibraltar, Malta, Aldershot, Shorncliffe, Dover, Portsmouth, Plymouth, Dublin, and the Curragh. His Royal Highness the Duke of Cambridge further desires that general officers commanding will take care that staff assistant surgeons only are employed on this duty, as soon as the additional officers of that rank arrive at the respective stations.—M.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 670. HOME AND FOREIGN. 27*th March*, 1861.

Paper and Sand for Cartridges.

SIR,—The Secretary of State for War having, with the concurrence of his Royal Highness the General Commanding in Chief, decided on a modification of the regulation under which paper and sand are supplied for the manufacture of cartridges in the prescribed course of annual musketry training, I am directed by Lord Herbert to inform you that in future the issues of those articles are to be made as follows:—

1st. To depôt battalions *only* where the recruits are trained:—20 quires of white paper, 6 quires of cartridge paper, ½ bushel fine sand—annually.

2d. To all other corps and battalions, per troop or company:—½ quire of white paper, 3 sheets of cartridge paper, ½ pint of fine sand—annually.—C.

I have, &c. B. HAWES.

To Officers Commanding and Barrack-masters.

VICTORIA R. *W. O. Circ.*, 716.

School of Musketry, 1. W.

WHEREAS we have deemed it expedient to revise our Royal Warrants of the 8th April, 1856, and 14th February, 1857, regulating the numbers, pay, clothing, and allowances while serving, and pension on discharge, of our School of Musketry for the rifle training of our army, our will and pleasure is, that the staff for supervising the rifle instruction in our army, and for the School of Musketry, shall consist of the numbers, and shall severally receive the rates of pay and allowances, specified in this our Royal Warrant, and shall be subject to such rules and regulations as shall from time to time be issued under the orders of our Secretary of State for War and our Commander in Chief.

1.—DEPARTMENT FOR SUPERVISING THE MUSKETRY INSTRUCTION IN THE ARMY.

Head-quarters.

One inspector general of musketry with the pay and allowances of a major general on the staff.

One deputy assistant adjutant general, with the pay and allowances of that appointment in addition to the pay of a captain, to be borne on the strength of the School of Musketry, to assist the inspector general of musketry in the general duties of the department.

One first class clerk.
One second class clerk, with regimental pay as third class serjeant instructors. } Under the provisions of Circular 321, of 21st September, 1858.

Districts.

Nine inspectors of musketry, with the pay and allowances of a deputy assistant adjutant general, in addition to the pay of captain; to be seconded in their regiments, to be distributed in the United Kingdom and the colonies as may be ordered by our Commander in Chief.

2.—SCHOOLS OF MUSKETRY.

One commandant—the inspector general of musketry.

One commandant and chief instructor for Fleetwood, with the pay and allowances of a colonel on the staff, in addition to the half pay of his regimental rank.

One major as chief instructor, with the pay and allowances of an assistant adjutant general, in addition to the pay of a major.

One captain, deputy assistant adjutant general.

Four captain instructors, with the pay and allowances of a deputy assistant adjutant general, in addition to the pay of a captain; to be seconded in their regiments.

Four lieutenant assistant instructors, with the pay and allowances of a fort adjutant, in addition to the pay of a lieutenant; to be seconded in their regiments.

Two paymasters.

Two surgeons.

Two quarter-masters (with the rank of lieutenant) and acting adjutants, to receive 3*s.* 6*d.* a day, in addition to their pay as quarter-master.

One civilian armourer. On first appointment, £110 per annum; after seven years' service, £120; after thirteen years' service, £130, to be replaced on a vacancy occurring, by an armourer serjeant, on the pay of 5*s.* a day.

	Per Diem.
Armourer serjeant at 5*s.* a day.	
Serjeant majors, each at	4*s.* 8*d.*
Quarter-master serjeants, each at	4*s.* 0*d.*

	Per Diem.	
Two paymasters' clerks as first class serjeant instructors, each at	3s. 6d.	School of Musketry, R. W.
Two orderly room clerks as second class serjeant instructors, ,,	3s. 0d.	
Two hospital serjeants as second class serjeant instructors, ,,	3s. 0d.	
Sixteen first class serjeant instructors, each at . . .	3s. 6d.	
Thirty-six second class serjeant instructors, each at . .	3s. 0d.	
Thirty-six third class do. ,, . .	2s. 2d.	
Two fatigue corporals, . . . ,, . .	1s. 8d.	
Thirty-six fatigue privates, . . ,, . .	1s. 4d.	

Extra Pay for Good Service.

3. To encourage industry and attention to duty, an increase will be made to the pay of the several ranks above that of corporal for good service therein, as specified in the following schedule :—

	Third Class Serjeant Instructor.	Second Class Serjeant Instructor, Orderly Room Clerk, and Hospital Serjeant.	First Class Serjeant Instructor and Paymaster's Clerk.	Quarter-master Serjeant.	Serjeant Major.
After every two years' service,	...	...	0s. 3d.	0s. 3d.	0s. 3d.
After every three years' service,	0s. 3d.	0s. 3d.	...	...	...
The maximum pay of each rank not to exceed	2s. 8d.	3s. 6d.	4s. 0d.	4s. 6d.	5s. 2d.

Forfeiture of Extra Pay.

As the foregoing extra pay is granted specially for good service in the several ranks, it will be liable to forfeiture by 3d. at a time for twelve months for neglect of duty or misconduct, by order of the commanding officer, and an uninterrupted possession of 3d. for two years will be required before a further increase of extra pay will be allowed.

Beer Money.

4. Every non-commissioned officer and private to receive 1d. a day as beer money, except when on pass or furlough, or when supplied with beer in kind.

Good-conduct Pay.

5. Corporals and privates to receive increase of pay under the conditions of the good-conduct warrant.

Rank of the several Grades of Serjeants and Clerks.

6. The first class clerk will rank as a serjeant major, but junior of that rank.

The first class serjeant instructor and paymaster's clerk will rank as quarter-master serjeant, but junior of that rank.

The second class serjeant instructor and second class clerk will rank next to the quarter-master serjeant.

The third class serjeant instructor will rank next to colour serjeants.

Promotion of non-commissioned Officers.

7. Promotion from one class to another, or to the higher ranks, will be

School of Musketry, W.

made as vacancies occur, for ability, efficiency, and conduct, as reported by the commanding officer and inspectors of musketry, on the recommendation of the inspector general of musketry.

Clothing and Appointments.

8. The clothing and appointments of all non-commissioned officers of the School of Musketry are to be of the pattern issued to staff serjeants of the first class, and will consist of the following articles:—One tunic, one pair of trousers, one pair of boots, annually. One forage cap, one fatigue jacket, one pair fatigue trousers, biennially. One shako every three years. One greatcoat every five years.

The corporals and privates are to receive the same clothing as the infantry of the line.

Requisitions for clothing to be forwarded to the War Office by the commandant.

Distinction of the several Ranks.

9. The several ranks to be distinguished as follows:—

Serjeant Major and First Class Clerk—Four chevrons, with cross muskets and crown on each arm.

Quarter-master Serjeant—Four chevrons, with cross muskets and star on each arm.

First Class Serjeant Instructor and Paymaster's Clerk—Four chevrons and crown on right arm.

Second Class Serjeant Instructor, Second Class Clerk, Orderly Room Clerk, and Hospital Serjeant—Three chevrons, with crown on right arm.

Third Class Serjeant Instructor—Three chevrons, with cross muskets on right arm.

Corporal—Two chevrons on each arm.

Accoutrements.

10. The under-mentioned accoutrements, &c., will be furnished upon requisitions from the commandant at Hythe:—

For the several ranks of Serjeant and Clerk—Sword with scabbard, sword knot, sling waist belt, waist plate, pouch and belt, case to hold writing materials on practice ground.—All staff serjeant's pattern.

For Corporals and Privates.—Pouch, 50 rounds, pouch belt, ball bag, waist belt with sliding frog, waist plate, rifle sling, cap pocket.

The period of duration assigned for all accoutrements under ordinary circumstances is twelve years, and the strictest attention to their care and preservation is to be enforced, as directed by the regulations for the provision of accoutrements for the army.

Quarters, Fuel, and Light.

11. The serjeant major, quarter-master serjeant, first and second class clerks, first and second class serjeant instructors, paymaster's clerk, orderly room clerk, and hospital serjeant, will be entitled to the same accommodation, fuel, light, and furniture, as are authorized for staff serjeants of the first class; and third class serjeant instructors as staff serjeants of the second class, taking choice of quarters according to seniority.

Pension.

Non-commissioned officers and privates, after completing twenty-one years service in the army, shall be entitled to pensions according to the following scales:—Privates, 8*d.* to 1*s.* 3*d.* a day; the increase from the

minimum shall be ½*d.* a day for every year of actual service completed beyond twenty-one years, and 1*d.* a day for each good-conduct badge in possession when discharged. The serjeants, clerks, and corporals shall have their pension computed at the same rate as privates, with the following addition for every year of service as a non-commissioned officer and clerk:— School of Musketry, R. W.

		Total pension not to exceed
Serjeant Major and First Class Clerk, . .	2½*d.*	2*s.* 6*d.*
Quarter-master Serjeant, First Class Serjeant Instructor, and Paymaster's Clerk, . .	2*d.*	2*s.* 3*d.*
Second Class Serjeant Instructor, Second Class Clerk, Orderly Room Clerk, and Hospital Serjeant, ...	1½*d.*	2*s.* 3*d.*
Third Class Serjeant Instructor, . . .	1*d.*	2*s.* 0*d.*
Corporals, ...	½*d.*	1*s.* 6*d.*

And for every year of actual service beyond twenty-one years, a serjeant or clerk of any of the above grades shall be entitled to receive 1*d.* a day, and the corporal ½*d.* a day; but in no case is the aggregate amount of pension to exceed the maximum sum specified above.

In the event of a non-commissioned officer, clerk, or private becoming disabled by disease or injury contracted in and by the service, before he has completed twenty-one years, his case shall be specially considered, with a view to a pension being awarded to him proportionate to his disability, as affecting his means of earning a livelihood, and the time he may have served.

Allowance in aid of Outfit, on being re-attested.

13. Every soldier, on being re-attested for general service, and taken on the strength of the School of Musketry, will be treated, in regard to the first supply of clothing and necessaries, according to the rules laid down in paragraphs 20 and 83 of the Clothing Regulations of 24th August, 1857.

Officer Instructors, Pay and Allowances.

14. In every corps and battalion, armed with the rifle, of not less than four companies, there is to be an officer gazetted as instructor of musketry, with the pay and allowance as follows:—

Officer instructors of regiments and battalions, 2*s.* 6*d.* a day in addition to the pay of their rank, and the usual ration of forage, or an allowance in lieu thereof, for one horse.

Captain instructors of depôt battalions, and the corps of Royal Engineers, 3*s.* 11*d.* a day in addition to their regimental pay, and the usual ration of forage, or an allowance in lieu thereof, for one horse.

Assistant officer instructors of depôt battalions, composed of twelve companies and upwards, 2*s.* 6*d.* a day in addition to the pay of their rank.

In every battalion of infantry and colonial corps of not less than five companies, an additional non-commissioned officer, to be styled "serjeant instructor of musketry," is to be borne on its establishment, with the rank, pay, clothing, allowances, &c., of a second class serjeant instructor.

Each depôt battalion will be supplied with one second and one third class serjeant instructor from the School of Musketry.

Qualification for Instructors and Inspectors of Musketry.

15. No officer or non-commissioned officer is to be appointed an instructor or inspector of musketry who has not undergone a course of instruction at the School of Musketry, and is not in possession, the officer of a first class certificate, and the non-commissioned officer of a certificate of qualification signed by the inspector general of musketry.

Vacancies as Inspectors, &c., how to be filled up.

:hool of
usketry,
W.

16. Inspectors of musketry and officer instructors for the Schools of Musketry are to be selected from among the regimental and battalion instructors of musketry for the zeal and intelligence evinced by them in the discharge of their special duties.

Given at our Court at St. James's this twenty-seventh day of September, 1861, in the twenty-fifth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

War Office, 27th September, 1861.

RULES AND REGULATIONS *for the School of Musketry, with Reference to the Royal Warrant of the 27th September*, 1861. *Circular No.* 716.

Messing.

1. The serjeant instructors of the School of Musketry are to be members of the serjeants' mess of the depôt battalion to which they are attached to do duty.

Candidates and their Qualifications.

2. Recommendations of men for the School of Musketry are to be addressed to the Adjutant General, according to the prescribed form. The candidates must be serjeants or corporals, not having less than two, or more than twelve years' service, of active habits, intelligent, and capable of receiving as well as of imparting instruction. They must also be medically certified fit for active service, and be able to write accurately from dictation, understand the use of forms, &c., and have a competent knowledge of the first four rules of arithmetic, simple and compound, and of vulgar and decimal fractions.

Discharge and Re-enlistment of Candidates.

3. Previously to appointment, candidates will be sent to the School of Musketry, Hythe, to undergo a course of training, and, when reported by the inspector general of musketry duly qualified, they will be discharged for the purpose of being re-attested without bounty, and taken on the strength of the School of Musketry.

Number, and how to be accounted for.

4. Each man is to be distinguished by a separate number, his former regimental number being placed at the side of it, as in the cases of transfer, viz.:—No. 100 (42d Foot—1564) third class serjeant instructor, A. B., and mustered with, and accounted for in the returns of the depôt battalion to which he may be attached, as well as in the muster roll and pay list of the School of Musketry, Hythe, in which is to be specified opposite each man's name the depôt battalion, &c., to which attached for duty.

Casualties to be notified.

5. Casualties among serjeant instructors of the School of Musketry are to be immediately reported to the inspector general of musketry.

Marriage.

6. The applications of serjeant instructors of the School of Musketry to marry are to be forwarded by commanding officers to the inspector general of musketry, for the consideration of the Adjutant General to the Forces, accompanied by a statement of their opinion, and testimonials of the character and respectability of the person whom the serjeant is desirous of marrying.

Furloughs.

7. Serjeant instructors of the School of Musketry will obtain furloughs through their immediate commanding officers, during the season that such indulgence is granted to the troops, the circumstance to be reported at once to the inspector general of musketry. School of Musketry, R. W.

Misconduct.

8. In the event of its being necessary to bring a serjeant instructor of the School of Musketry before a court-martial, he is to be immediately placed in arrest, a report of the circumstances of the case being then transmitted to the Adjutant General through the inspector general of musketry, on the prescribed form of application for courts-martial, for the information and decision of the Commander in Chief.

Disposal in case of being reduced.

9. Any serjeant or clerk of the School of Musketry who may be sentenced by a court-martial, or by the Commander in Chief, to be reduced to the rank and pay of a private sentinel, will be transferred to any regiment the Commander in Chief may direct, to complete the term of service for which he was re-enlisted. A copy of the proceedings of the courts-martial to be transmitted to the inspector general of musketry.

Removal from one Class to another for Incompetency.

10. A serjeant instructor or clerk of the School of Musketry may be removed from one grade or class to another, or reduced to the rank and pay of a private sentinel, by order of the Commander in Chief, for incompetency or misconduct.

Duties of Serjeant Instructors.

11. Serjeant instructors are not to be under the authority of any non-commissioned officer of the battalion to which they are posted as regards the duties of their office, but will be under the superintendence of the commanding officer, and will act especially under the orders of the appointed regimental or battalion officer instructor. They are not to be employed on any regimental or barrack duties, but exclusively in the rifle instruction of the troops.

For discipline, however, they are to be under the same supervision as other soldiers of the regiment or battalion.

Certificate of Qualification to accompany Pay List.

12. When a non-commissioned officer is promoted serjeant instructor of musketry in a regiment or battalion of infantry or colonial corps, a verified copy of his certificate of qualification is to accompany the pay list in which his name first appears as such, as a voucher in support of his eligibility for the appointment.

Vouchers in support of Good-service Pay.

13. Charges in the public accounts for good-service pay (*which is only applicable to the serjeants of the School of Musketry*) are to be vouched by a certified copy of the order of the inspector general of musketry sanctioning the issue of said good-service pay; to which is to be annexed a certified copy of the serjeant's or clerk's record of service, and a certificate in the handwriting of the commanding officer to the effect that the non-commissioned officer concerned has discharged his duties satisfactorily, and has conducted himself in an exemplary manner for the last two years.

Forfeiture of Good-service Pay to be reported, &c.

Schedule of Musketry, M. W.

14. Forfeiture of "good-service pay" is to be reported immediately to the inspector general of musketry, with the circumstances which rendered such a measure necessary, and the change in the rate of pay of a serjeant or clerk in the pay list by forfeiture is to be supported by a copy of the order directing it.

Postage and Stationery.

15. As all correspondence on the subject of musketry instruction is to be conducted by the commanding officer, no charge for postage on this head will be sanctioned in the paymaster's accounts, nor will any stationery be issued for the officer instructor of musketry from the War Office, whence the necessary printed forms will be supplied on application on the usual requisition at the appointed periods.

Letters, &c., to be prepaid.

16. All letters and returns sent to the inspector general of musketry are to be prepaid, and whatever stationery is required by the officer instructor for the discharge of his duties is to be supplied from the orderly room.

Quarterly Reports and Annual Returns.

17. The inspector general of musketry will report quarterly to the Adjutant General for the information of the Commander in Chief on the progress of rifle instruction among the troops, and furnish yearly, on receipt of the annual target and judging distance practice returns from corps, regiments, and battalions, a return and report, showing the efficiency of every battalion in those exercises.

Efficiency of the Troops.

18. The inspector general of musketry being held responsible for the efficiency of the troops in the use of their rifles, will bring under the notice of the Commander in Chief everything he may observe acting prejudicially to that efficiency, and any laxity he may discover on the part of those responsible for and entrusted with the important duty of training the troops to the use of their arms.—M. W.

H. G. Circ. Mem., 219. AT HOME AND ABROAD. 31*st Aug.*, 1862.

Instruction of Adjutants.

HIS Royal Highness the General Commanding in Chief transmits, for information and guidance, the accompanying copy of a letter from the War Office [No. 11,541—13 (14th Aug., 1862)], on the subject of granting additional pay to officers performing adjutant's duty during the absence of the adjutant of the regiment at Hythe or Fleetwood.

In the cases of new appointments, His Royal Highness, in concurrence with the Secretary of State for War, has decided that the officer is to qualify for the adjutancy by undergoing the necessary instruction in musketry before receiving the appointment.

By Command. J. YORKE SCARLETT, *Adj. Gen.*

War Office, Pall Mall, S. W., 14*th Aug.*, 1862.

Sir,—With reference to your letter of 30th ultimo, in reply to a communication from this office of 24th ultimo, on the subject of granting additional pay to officers performing adjutant's duty during the absence of the adjutant of the regiment at Hythe or Fleetwood; I am directed by Secretary Sir George Lewis to inform you, that those officers who held the appointment of adjutant before the regulation was made, which directed

that all adjutants were to be instructed in musketry at Hythe or Fleetwood, may receive their pay as adjutants while at Hythe or Fleetwood, and that the substitutes may receive an allowance equivalent to half the regulated extra pay of 3*s.* 6*d.* a day. Instructio of Adjutants.

I am also to state, that the Secretary of State is of opinion that, in the case of new appointments, the officers should qualify for the adjutancy by undergoing the necessary instruction in musketry before he receives the appointment of adjutant, and, consequently, no extra pay should be allowed him until he is proficient.—A.

The Adjutant General. I have, &c. EDWARD LUGARD.

H. G. Circ. Mem., 231. AT HOME AND ABROAD. 13*th Nov.*, 1862.

WITH reference to Circular Memorandum dated 31st August, No. 219, directing that all adjutants, previous to appointment, shall have obtained a certificate from the School of Musketry, His Royal Highness the Field Marshal Commanding in Chief, with the concurrence of the Secretary of State for War, is pleased to make exceptions in the cases of regiments on foreign service or in the colonies, where the immediate services of an adjutant are required, and cannot be dispensed with without injury to the service; in such cases the course of musketry may be postponed until the return of the regiment, or until the adjutant can be spared.—A. Instructio of Adjutants.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 265. AT HOME. 20*th June*, 1863.

IN order to reduce as much as possible the period during which adjutants are necessarily absent from regimental duty while at the Schools of Musketry, His Royal Highness the Field Marshal Commanding in Chief has been pleased to approve of those officers being trained in special classes by themselves, once a year, so as to admit of the established course being reduced (in their case only) from nine to five weeks, and restricted to subjects embraced by the musketry regulations, and the proper mode of instructing in the platoon exercise and position drills. Musketry Courses—Instructio of Adjutants, &c.

The dates of assembly of the several classes will therefore be, henceforth, as follows, both at Hythe and Fleetwood, viz.:—

First Term—3d January.—*Special class* for 40 *adjutants* and 100 serjeants, one-half of whom will be drawn from militia and volunteers.

Second Term—9th February.—Regular course for 60 officers and 280 men, including 5 officers and 40 serjeants of militia and volunteers.

Third Term—14th April.—Regular course as above, five places being reserved for officers of militia and volunteers.

Fourth Term—17th June.—Short course for a class of 100 volunteers.

Fifth Term—21st July.—Same as third.

Sixth Term—20th September.—Same as the fourth.

In other respects the detailed arrangements prescribed by the letter from this department of 8th October last to general officers commanding divisions and districts will not be interfered with; and whenever, in special cases, adjutants may desire, and be recommended by their commanding officers, to go through the entire course, so as to become entitled to the first class certificate granted to officers qualified to fill the appointment of musketry instructor, they will have to be included in the regular parties assembling in February, April, and July.

In the event of an officer taking a second class certificate, he is not

Musketry Courses—Instruction of Adjutants, &c.

allowed to attend a school of musketry again, with a view of obtaining a first class certificate, unless he shall have performed satisfactorily the duties of an assistant instructor for twelve months. Officers who, on examination at Hythe or Fleetwood, fail to obtain any certificate, are not to be permitted to go to a school of musketry a second time.—A. C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 843. *7th March*, 1864.

Amended Regulations.

WITH a view to develop with greater certainty the measure of efficiency of the several corps and battalions in the use of the rifle;

To provide a practice to give effect to the instructions contained in the General Order No. 787, dated 2d May, 1861;

To reduce expense as regards the number and wear and tear of targets, and the construction of marker's butts;

And to diminish fatigue labour on the practice-ranges;

His Royal Highness the Field Marshal Commanding in Chief has approved of the following alterations in the target practice of the troops, and desires that the same be made in the Musketry Regulations, and take effect in the conduct of the annual course for 1864-5.

1. The number of targets to be fired at by the several classes in individual practice, and the size of the bull's eye and centre, which are to be quadrilateral instead of circular in form, for each class, to be as follows:—Vide diagrams of targets, 1, 2, 3, annexed.*

CLASSES.	No. of Targets.	Dimensions of			
		Bull's-eye.		Centre.	
		Height. Feet.	Breadth. Feet.	Height. Feet.	Breadth. Feet.
From 100 to 300 yards inclusive, or for third class, . .	2	2	1	4	2
From 400 to 600 yards inclusive, or for second class, . .	3	2	2	4	4
From 650 to 900 yards inclusive, or for first class, . . .	4	2	3	4	6

2. The number of points fixed as the value of the shots which strike the target for all the classes to be—

Bull's-eye, ...	4
Centre, ...	3
Outer, ...	2

3. The file and volley firings to take place at *six* targets, across the centre of which is to be coloured a black mark 2 feet deep, and all shots hitting this mark to be counted 4 points, other hits 2.

4. The file firing to be executed rapidly, without using the back sight, which officers superintending the practice are to see is not raised before commencing or during the practice. The time taken in performing this exercise is to be noted on the face of the diagram.

5. In the volley-firing, should a man's rifle miss fire, he is not to be allowed to fire at the target singly, but his shot is to be considered as having been expended. He is, however, to fire the subsequent volleys with the

* May be had on application at the Horse Guards.

squad or section with which he commenced the practice, as no man is to be withdrawn from the practice after having commenced it; and whatever may be the result of the fire in each volley, the average to determine the merit of the practice is to be ascertained by dividing the number of points (obtained by the hits on the target) by the number of men firing. Amended Regulation

6. The skirmishing practice to take place at one target 6 feet by 2, across the centre of which is to be coloured a black mark 2 feet deep, and all shots hitting this mark to be counted 4 points, other hits 2.

7. The results of the file, volley, and skirmishing practices are to be recorded in the manner shown in the annexed* diagram 4; and, instead of the officer instructor taking possession of the diagrams of these exercises performed by duty men, they are to be retained, like the register, by the captain of the company, the officer instructor taking the memorandum of hits, &c., on the several targets, to check the entries in the company musketry drill and practice return. The diagrams now in possession of battalions to be altered accordingly.

8. The number of points to be obtained as a qualification to pass into a higher class, and to establish a claim to extra pay as a marksman, to be as follows:—

	Number of Points to be obtained with the	
	Enfield Rifle and Cavalry Rifle Carbines of all patterns.	Whitworth Rifle.
In the Third Class to pass into the Second Class,	36	48
In the Second Class to pass into the First Class,	30	40
In the First Class to be eligible for the extra pay of Marksman, ...	20	32

9. The order of merit to regulate the issue of extra pay to marksmen will be determined by the greatest number of points obtained in the 40 rounds fired in the first and second classes. The names to be entered accordingly in the annual musketry practice return, and the column headed "Total obtained out of 60 rounds fired," to be altered to *Total points obtained in First and Second Classes.*

10. The best shot of a battalion or company will be that soldier who, having obtained upwards of 20 points in shooting in the first class, scores the greatest number of points in the 40 rounds fired in the first and second classes.

11. The "figure of merit" to measure the efficiency of the shooting of a squad, company, or battalion is to be formed as follows:—

Average points obtained in the first period.
Average points obtained in the volley firing.
Per centage of first class shots at the final classification, minus the per centage of third class shots, to be recorded thus,—
$\frac{70}{10} = 60$.

12. Instead of the columns in the annual musketry practice return which now record the results of the practices taken to establish the "figure of merit," the following are to be substituted, and the annual return to be altered to agree therewith:—

*May be had on application at the Horse Guards.

mended
gulations.

Total Number of Men who exercised in the Annual Course.	Companies.	PRACTICES BY COMPANIES.															
		1st Period.			Volley Firing.			Per centage of 1st ClassShots, minus 3d Class Shots at final Classification. 3.		Total Average Points obtained per Man, per Columns 1, 2, and 3.	File Firing.				Skirmishing.		
		Each Man Firing 20 Rounds Standing. 1.			10 Rounds per Man at 400 yards, Kneeling. 2.						Rapidly at 300 yards, without using the Back Sight.				10 Rounds per Man, Advancing and Retiring between 400 and 200 yards.		
		Men Effective.	Points.	Average.	Men Effective.	Points.	Average.	Per centage of 1st and 3d Classes.	Difference.		Men Effective.	Points.	Average.	Average Time.	Men Effective.	Points.	Average.
	Total Men, Points, and Mean Average.																
Average Points per Man of the Battalion in the 1st Period, ...																	
Average Points do. in Volley Firing,																	
Per centage of Men in 1st Class, minus per centage of Men in 3d Class, at final classification, ...																	
* "Figure of Merit." TOTAL, *																	
Result of the File Firing executed in the presence of the Inspecting General. Per centage,_____ Average Points,_____																	

13. While the file firing and skirmishing practices have been omitted from the "figure of merit," His Royal Highness wishes it to be clearly understood that he views these exercises as of the greatest practical importance in the training of the infantry soldier; and therefore desires that general officers will, in their half-yearly inspections, see a squad of at least 10 files, composed of men taken indiscriminately from the several companies when on parade, fire 10 rounds each in rapid file firing without using the back sight, the result, in per centage of hits and average points, being notified in their confidential reports, and in the annual musketry practice return. The inspector general of musketry will also especially notice in his annual report any deficiency he may observe in the practices here alluded to.

14. The third class shots at final classification will in future be exercised through only one course of preliminary instruction instead of two, as detailed in the Musketry Regulations, paragraph 68, page 63, and fire 20 rounds of ball ammunition when the practice ranges are so situated as not to entail their being detached from head-quarters.

15. The number of targets allowed to each battalion to be eight, instead of ten as heretofore.—R. Amend Regula

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 846. *8th April*, 1864.

HIS Royal Highness the Field Marshal Commanding in Chief, with the concurrence of the Secretary of State for War, directs that in depôt battalions the extra pay authorized for marksmen, in accordance with the Musketry Regulations, be distributed to the men who have executed their target practice therewith, and have become marksmen, according to their order of merit in the battalion, irrespective of the depôt to which they belong, at the rate of 10 per cent. of the number exercised in the annual course. The maximum number of paid marksmen allowed to a depôt battalion is not to exceed the rate of ten per depôt. Marksm in Dep Battali

The names of men who obtain 20 points and upwards, in shooting in the first class between 650 and 900 yards inclusive, are to be entered in the annual musketry practice returns of depôt battalions in order of merit, showing the corps to which they belong in the column headed "Companies," thus $\frac{18th}{12}$.—D.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 301. AT HOME AND ABROAD. *7th June*, 1864.

THE words "upwards of" are to be expunged from the second line of paragraph 10 of the General Order No. 843, of the 7th March last.—R. Amend of G. O

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

LIBRARIES AND RECREATION ROOMS.

H. G. Circ. Mem., 71. 18*th Sept.*, 1860.

Book Scho

THE General Commanding in Chief, in concurrence with the Secretary of State for War, desires that schoolmasters be allowed to take out of the military libraries, without payment of fees, such works of reference as they may require to assist them in preparing lectures for delivery to the troops; the schoolmasters being held strictly responsible for the safe return of the same.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 766. 14*th Sept.*, 1860.

Princ Cons Libra

IN announcing to the officers of the army and militia the opening of the library at Aldershot, presented for their use by His Royal Highness the Prince Consort, the Duke of Cambridge congratulates them on this additional proof of the interest which the Prince Consort takes in their welfare, and commends to their especial care the preservation of a gift so graciously bestowed and so highly beneficial to the service.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

INSTRUCTIONS *for the guidance of Committee.*

1. THE library will be under the management of a committee, consisting of—

1. The general officer commanding the camp.
2. The assistant adjutant general of the camp.
3. The assistant quarter-master general of the camp.
4. The officer commanding the Royal Artillery.
5. The commanding royal engineer.
6. Two officers specially selected.

2. The committee will report direct to H.R.H. the Prince Consort, every quarter, on the general state and efficiency of the library, and they are requested to submit to His Royal Highness any changes which they think it desirable to introduce, either in the system of management, in the rules and regulations, or in the fittings of the buildings, &c.

3. The librarian will receive his instructions from, and be entirely under the orders of, the committee.

4. At present second Corporal Weston, Royal Engineers, has, on trial, been appointed librarian, and the committee are requested to report, from time to time, on his general conduct and efficiency.

REGULATIONS.

1. Every officer of the army and militia will have free access to the library.

2. Civilians will be permitted to attend, on obtaining a card of admission from any one of the members of the library committee.

3. The library will be open daily, viz.:—On week days from 9 A.M. to 7 P.M. in summer; from 9 A.M. to 6 P.M., and from 8 P.M. to 10 P.M., in winter; and on Sunday from 3 P.M. to 6·30 P.M. On Wednesdays the library will be closed at 1 P.M. to admit of cleansing the rooms.

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4. The librarian will be in constant attendance,—excepting during his dinner time, from 1 P.M. to 2 P.M.—to afford the officers every information as to the books, and to give them every assistance in his power.

5. Officers will not be allowed to smoke in any other part of the building than the smoking room.

6. Officers wishing to take a book to the smoking room are requested to leave their names, and the number of the book, with the librarian, and to return the book to the librarian when done with.

7. No book is to be taken out of the building for any purpose whatsoever.

8. It is particularly requested that the books should not be left in the smoking room, but be returned to the librarian when done with.

9. It is expected that no marginal notes, annotations, or marks be made in the books.

10. It will materially assist to preserve the efficiency of the library, if officers would be good enough to report to the librarian any defects in the books or missing pages,—and the librarian will at once take the necessary steps to have such defects replaced.

11. No presents of any kind to be made to the librarian.—P.

W. O. Circ., 793. *7th Jan.*, 1863.

braries d Recrea- n Rooms.

SECRETARY SIR G. C. LEWIS, having had under his consideration the system now in force for the management of garrison and regimental libraries and reading rooms, has, with the concurrence of His Royal Highness the Field Marshal Commanding in Chief, decided to repeal the existing regulations, and to issue new ones, calculated to afford increased facilities to the troops in the selection of books, and in the general management of garrison libraries and regimental recreation rooms.

In order to carry out the arrangements required for this purpose, these institutions will, for the future, be placed under the charge of general and other officers commanding in garrisons and districts, subject to the general superintendence of the Council of Military Education; and it will be necessary that these officers should receive the cordial assistance and co-operation of officers commanding regiments, barrack-masters, paymasters, &c., in the superintendence and internal detail of the libraries and recreation rooms, in the accounts, &c. And, for the guidance of all such officers, regulations will be published by the Adjutant General.

It is not the intention of the Government to withdraw pecuniary aid from these useful institutions; but, looking to the excellent result which has attended the libraries of the Royal Artillery and Royal Engineers, where the management has been vested in the officers and men, Sir G. C. Lewis is of opinion that, by an extension of the system practised in those corps, an equally successful result may be obtained in the army generally.

In future, therefore, there will be formed in each regiment a regimental committee, to be composed of subscribers chosen from all ranks; and in lieu of the supplies made in kind, a money allowance of £2 10s. per annum h troop or company will be made for the provision, repair, &c., of he supply of newspapers, periodicals, and games, and the pay of the s; this arrangement to take effect from the 1st April, 1863, the fees riptions required being appropriated in aid of the expenses, instead redited as heretofore to the public.

he new regulations also, all pensioner librarians hitherto employed s at the stations shown below, be discontinued from the 31st March Sir G. C. Lewis has, in consideration of their reduction under

the revised system, approved of a gratuity of one month's pay being issued to each pensioner librarian so discontinued for each year of his actual and continuous service as such, application for payment of which should be made to this office by the barrack-master. Libraries and Recreation Rooms

Pensioner librarians will, however, be retained at the following garrisons, and receive pay, at the rate of 2*s.* a day, from the 1st April, 1863.

Aldershot,	North Camp,	1
	South Camp,	1
Dover,		1
Shorncliffe,		1
Chatham,		1
Devonport and Plymouth,		1
Portsmouth,		1
Curragh,		1
Dublin,		1
Corfu,		1
	Total,	10

P. EDWARD LUGARD.

H. G. Gen. Ord., 823. *25th March*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief has been pleased to command that the instructions for the management of barrack libraries, as now contained in the Queen's Regulations and Orders for the Army, be cancelled, and that the regulations hereunto annexed—to come into operation on the 1st of April next—be substituted in lieu thereof.—R. Regulations

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 290. *24th March*, 1864.

A FEW alterations having been found necessary in the "Regulations for Garrison Libraries and Recreation Rooms," His Royal Highness the Field Marshal Commanding in Chief desires that the enclosed reprint of the regulations in question be attached to all filed copies of the General Order, No. 823, of the 25th March, 1863, and be observed throughout the army. Regulations

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

REGULATIONS *for Garrison Libraries and Regimental Recreation Rooms, as amended by Circular Memorandum* 290.

The following regulations having been sanctioned for garrison libraries and regimental recreation rooms, Articles 80—91, at p. 264 of the Queen's Regulations and Orders for the Army, are hereby cancelled.

Garrison Libraries and Regimental Recreation Rooms.

1. Garrison libraries and regimental recreation rooms, open to the troops on payment of a very small subscription, have been established at the principal barracks throughout the United Kingdom and the Colonies.

2. The garrison library constitutes a central depôt, from which books are issued to the several regimental recreation rooms, according to the regulations hereinafter stated.

3. Suitable apartments are appropriated and properly fitted up for recreation rooms at the stations where libraries are established, and are to be supplied with fuel and light.

legislations. 4. Where the construction of the barracks admits of it, there are to be two recreation rooms for each regiment, specially furnished by the Government, and placed under the charge of the regimental librarian, to be used, one as a reading room, the other as a room for games; where only one room can be spared for these purposes, it is to be used both for reading and games. A bar for refreshments will be added when practicable.

All requisitions for special furniture, games, fuel, and light, for the library, recreation rooms, and coffee bar (including crockery, &c., for the latter), are to be transmitted in the usual manner to the quarter-master general, for the approval of his Royal Highness the Field Marshal Commanding in Chief, and of the Secretary of State for War, in accordance with Articles 17 and 18 of the Queen's Regulations and Orders for the Army, pages 80, 81; also W. O. Circ. No. 846, of 9th December, 1863.

5. The recreation rooms are open to all non-commissioned officers and soldiers of the regiment, being subscribers.

6. The library books are available to the subscribers to the recreation rooms, and to all officers and non-commissioned officers of the garrison, as well as to all persons employed on the civil staff, on payment of subscriptions according to their respective rank and position.

7. The libraries are to be used as reading rooms only by those subscribers who wish to consult books of reference which cannot be circulated generally.

8. Books received from the garrison library are to be circulated by regimental librarians amongst subscribers, under regulations drawn up by regimental committees, and sanctioned by commanding officers. These books, when no longer required, are to be returned to the garrison library.

Garrison Librarian.

9. A garrison librarian, permanent or acting, is to be appointed to take charge of the books and accounts, to issue to the regimental recreation rooms the books required by the several corps, and to examine their state when returned, conforming to all orders with respect to these duties which he shall receive from the officer commanding at the station.

10. All applications relative to the appointment of or allowance to pensioner librarians should be addressed to the Council of Military Education.

11. At stations to which no pensioner librarian has been appointed, the officer commanding is to select a trustworthy non-commissioned officer for the performance of that duty, with payment of 6*d.* *per diem* defrayed out of the library funds of the several corps at the station. Should there be only one regiment at the station, this non-commissioned officer may also have charge of the regimental recreation rooms, without further remuneration; but where there is more than one corps, the offices in question must be kept distinct. At very small stations the salary (which is in no case to exceed 6*d.* *per diem*) may be reduced, at the discretion of the officer commanding, according to the number of troops or companies; and when the garrison is a mixed one, there should be only one librarian to act for all.

12. The garrison librarian is expected to appear in uniform when on duty, and is required at all times to present a clean and respectable appearance, as well as to have the library and his own quarters in perfect order.

13. He is required to attend at the library at such hours as the commanding officer may direct, to receive and exchange books; and to see that the books and other public property in his charge are not misused. It is his tv to call attention to any unusual detention of books by a corps, and to instructions as to the time to be allowed for the issue of a volume to tps when its demand renders it necessary to limit such time.

Where the construction of the barrack admits of it, a room (adjacent to

the library, if practicable) is to be appropriated permanently as a librarian's quarter, and the allowance of a staff non-commissioned officer of the second class may be issued for the same. Where no room can be provided, the commuted allowance for lodging, fuel, and light for the same class may be issued in lieu thereof, under Circular No. 13, 1st September, 1856. The librarian is not, under any circumstances, to make use of the library as a private quarter. Regulation

15. At stations where a non-commissioned officer acts as librarian, he will receive the pay provided for in Article 11 of these regulations from the barrack-master, who will charge the same, in proportions fixed by the garrison library committee, to paymasters of corps.

16. A regimental librarian is to be appointed in each corps to have charge of the recreation rooms, with such remuneration (provided out of the recreation room funds) as the regimental committee shall, with the approval of the commanding officer, determine.

Regimental Librarian.

17. It is to be his duty, in addition to the maintenance of order, regularity, and cleanliness in the recreation rooms, to obtain from the garrison library, at such times as shall be fixed upon by the commanding officer of the station, the books required for the use of the subscribers, and to return to the library those which are no longer required, reporting to the regimental committee, to be appointed as hereinafter shown, any damage done to the books, and by whom.

Maintenance of Libraries and Regimental Recreation Rooms.

18. For the maintenance of the libraries, and in aid of the regimental recreation rooms, a sum, at the rate of £2 10*s.* per annum for each troop or company, may be charged quarterly in the regimental pay lists.

19. The books purchased out of the above grant in the manner hereinafter stated will belong to the library of the station, but the periodicals, newspapers, and games purchased will become the property of the corps.

20. The proceeds of the above grant, and of the subscriptions of officers, non-commissioned officers, and privates, are to be appropriated by the regimental committee, with the approval of the commanding officer, subject to the following condition—viz., that not less than 5*s.* per troop or company be appropriated quarterly in advance for the purchase of new books for the library at the station, for the necessary expenses of stationery, and of binding, and for the repairs of books injured by fair wear. When troops or companies are detached, the contribution of 5*s.* per quarter is to be paid by such detachments to the library of the station at which they may be serving, and not to the library at the head-quarter station. At stations where artillery and engineer libraries are in existence no payment to the garrison library is to be required from the battery or company allowance. At such places engineers or artillery will not be permitted to make use of the garrison library; but at other stations, those corps should be placed on the same footing as all other branches of the service, and the sum of 5*s.* per quarter be paid out of the allowance of each battery and company towards the support of the garrison library, whether the men do or do not avail themselves of the books.

Subscriptions.

21. The amount of subscription to the regimental recreation rooms is to be decided upon by the regimental committee, subject to the approval of the commanding officer, but is in no case to exceed the following rates, viz:—

Regulations. the amount to be charged to the troops, the same course is to be adopt for barrack damages under similar circumstances.

41. Statements of the charges assessed are to be attested by the ba master and the officer who has assisted him at the inspection; and statements are to be transmitted to the paymasters of the regiment depôts, with a view to the amount being recovered from the non-commis offiers and men at their next settlement.

42. No charges are to be made for damage arising from fair wear and and the inspecting officers above referred to may exercise their discret awarding the charge to be made against a corps for the loss of or d done to a book, whenever it shall be satisfactorily shown that it has be result of accident, and not of design; but in the latter case the full a of damage should be recovered from the soldier committing it.

Repairs.

43. All repairs, under fair wear and tear, required for the books or are to be reported quarterly to the commanding officer, who will aut the same to be carried out under the direction of the barrack-maste the expense to be defrayed by the library fund.

Books Condemned.

44. Books condemned as unserviceable are to be forwarded to the stat office. They may be sent direct from stations in Great Britain. At all stations they are to be made up into convenient parcels, and sent military store officer, by whom they will be forwarded to Woolwi Government freight ships as opportunities offer.

45. Games, furniture, and utensils, supplied at the public expense, be considered as barrack stores, and are, together with the rooms, inspected, and any damages or deficiencies to be assessed and mad without delay, according to the Barrack Regulations. The amount as is to be recovered from the troops in the usual manner, the charges paid from the funds of the recreation rooms, when they cannot be as against individual soldiers.

46. Fair wear and tear repairs are to be performed in the usual m but are to be separately shown in the ordinary returns and accounts.

47. Articles requiring to be replaced, from fair wear and tear, 'or tional articles required, will be supplied at the public expense, requisition of the commanding officer to the barrack-master, subject i case to the approval of the Secretary of State.

Transfers.

48. On a regiment quitting a station all books are to be returned library, and all accounts connected with the library settled *three days* the departure of the regimental head-quarters.

49. Should a regiment quit a station suddenly, the same course is adopted as for barrack damages under similar circumstances.

50. Should a station be unoccupied by troops, the library is to be the care of the barrack-master; and if a pensioner librarian be emplo is to be under the orders of the barrack-master.

Council of Military Education.

51. The Council of Military Education have the general supervi military libraries.

Quarterly Reports.

52. Boards of officers (of which the barrack-master will be one)

port quarterly to the Council of Military Education on the state of the Regulations.
rary, according to the Form B. annexed.

53. Quarterly reports on regimental recreation rooms, according to the nexed Form A., are to be forwarded in duplicate from each corps, dressed to the Secretary to the Council of Military Education, 13 Great orge Street, Westminster, who will transmit the same, with such observa-ns as the Council may have to offer, for the consideration of H. R. H. e Field Marshal Commanding in Chief and the Secretary of State for War.

Inspecting General's Report.

54. General officers, at their periodical inspections of the troops, are to port upon the state of the different libraries and the regimental recreation oms within their commands, as well as on the degree of attention paid to em by the librarians, submitting such suggestions as they may deem cessary for their improvement, and stating the number of subscribers in ch of the corps under their command.

.—REPORT on the REGIMENTAL RECREATION ROOMS of the ——, stationed at ——, for the Quarter ending the ——, 18—.

(*To be rendered in Duplicate.*)

INFORMATION TO BE GIVEN.	REMARKS.
. State the number of subscribers, officers, non-commissioned officers, and privates separately, and the amount of the monthly subscription of each rank.	
. The names of the periodicals and newspapers purchased for the recreation room during the quarter, and the sum appropriated to the library for books and repairs. The number and description of games in possession of the regiment.	
. The name of the regimental librarian, the date of his appointment, and his salary, and whether he gives satisfaction.	
. The manner in which the affairs of the regimental recreation rooms are conducted, and how the committee is composed.	
. Whether there is a room for games, as well as a reading room, and the hours during which such rooms are kept open.	
. Whether refreshments are provided.	
7. Append a statement of account for the quarter in detail.	

—— Treasurer (or President of the Regimental Committee).
Confirmed ——, Commanding ——.

The Secretary to the Council of Military Education,
31 Great George Street, London, S.W.

Regulations.

4. Where the construction of the barracks admits of it, there are to be two recreation rooms for each regiment, specially furnished by the Government, and placed under the charge of the regimental librarian, to be used, one as a reading room, the other as a room for games; where only one room can be spared for these purposes, it is to be used both for reading and games. A bar for refreshments will be added when practicable.

All requisitions for special furniture, games, fuel, and light, for the library, recreation rooms, and coffee bar (including crockery, &c., for the latter), are to be transmitted in the usual manner to the quarter-master general, for the approval of his Royal Highness the Field Marshal Commanding in Chief, and of the Secretary of State for War, in accordance with Articles 17 and 18 of the Queen's Regulations and Orders for the Army, pages 80, 81; also W. O. Circ. No. 846, of 9th December, 1863.

5. The recreation rooms are open to all non-commissioned officers and soldiers of the regiment, being subscribers.

6. The library books are available to the subscribers to the recreation rooms, and to all officers and non-commissioned officers of the garrison, as well as to all persons employed on the civil staff, on payment of subscriptions according to their respective rank and position.

7. The libraries are to be used as reading rooms only by those subscribers who wish to consult books of reference which cannot be circulated generally.

8. Books received from the garrison library are to be circulated by regimental librarians amongst subscribers, under regulations drawn up by regimental committees, and sanctioned by commanding officers. These books, when no longer required, are to be returned to the garrison library.

Garrison Librarian.

9. A garrison librarian, permanent or acting, is to be appointed to take charge of the books and accounts, to issue to the regimental recreation rooms the books required by the several corps, and to examine their state when returned, conforming to all orders with respect to these duties which he shall receive from the officer commanding at the station.

10. All applications relative to the appointment of or allowance to pensioner librarians should be addressed to the Council of Military Education.

11. At stations to which no pensioner librarian has been appointed, the officer commanding is to select a trustworthy non-commissioned officer for the performance of that duty, with payment of 6*d. per diem* defrayed out of the library funds of the several corps at the station. Should there be only one regiment at the station, this non-commissioned officer may also have charge of the regimental recreation rooms, without further remuneration; but where there is more than one corps, the offices in question must be kept distinct. At very small stations the salary (which is in no case to exceed 6*d. per diem*) may be reduced, at the discretion of the officer commanding, according to the number of troops or companies; and when the garrison is a mixed one, there should be only one librarian to act for all.

12. The garrison librarian is expected to appear in uniform when on duty, and is required at all times to present a clean and respectable appearance, as well as to have the library and his own quarters in perfect order.

13. He is required to attend at the library at such hours as the com-
ing officer may direct, to receive and exchange bo
books and other public property in his charge
duty to call attention to any unusual detention
take instructions as to the time to be allow
any corps when its demand renders it nece

14. Where the construction of the barra

the library, if practicable) is to be appropriated permanently as a librarian's quarter, and the allowance of a staff non-commissioned officer of the second class may be issued for the same. Where no room can be provided, the commuted allowance for lodging, fuel, and light for the same class may be issued in lieu thereof, under Circular No. 13, 1st September, 1856. The librarian is not, under any circumstances, to make use of the library as a private quarter. Regulations

15. At stations where a non-commissioned officer acts as librarian, he will receive the pay provided for in Article 11 of these regulations from the barrack-master, who will charge the same, in proportions fixed by the garrison library committee, to paymasters of corps.

16. A regimental librarian is to be appointed in each corps to have charge of the recreation rooms, with such remuneration (provided out of the recreation room funds) as the regimental committee shall, with the approval of the commanding officer, determine.

Regimental Librarian.

17. It is to be his duty, in addition to the maintenance of order, regularity, and cleanliness in the recreation rooms, to obtain from the garrison library, at such times as shall be fixed upon by the commanding officer of the station, the books required for the use of the subscribers, and to return to the library those which are no longer required, reporting to the regimental committee, to be appointed as hereinafter shown, any damage done to the books, and by whom.

Maintenance of Libraries and Regimental Recreation Rooms.

18. For the maintenance of the libraries, and in aid of the regimental recreation rooms, a sum, at the rate of £2 10*s.* per annum for each troop or company, may be charged quarterly in the regimental pay lists.

19. The books purchased out of the above grant in the manner hereinafter stated will belong to the library of the station, but the periodicals, newspapers, and games purchased will become the property of the corps.

20. The proceeds of the above grant, and of the subscriptions of officers, non-commissioned officers, and privates, are to be appropriated by the regimental committee, with the approval of the commanding officer, subject to the following condition—viz., that not less than 5*s.* per troop or company be appropriated quarterly in advance for the purchase of new books for the library at the station, for the necessary expenses of stationery, and of binding, and for the repairs of books injured by fair wear. When troops or companies are detached, the contribution of 5*s.* per quarter is to be paid by such detachments [illegible] library [illegible] tion at which they may be serving, and not [illegible] at [illegible] rter station. At stations where artillery a[illegible] [illegible]ence no payment to the garrison library [illegible] y or company allowance. At such place[illegible] [illegible]ermitted to make use of the garrison [illegible] [illegible] placed on the same fo[illegible] [illegible] of 5s. per quarter b[illegible] [illegible] the sta[illegible] [illegible] avail themse[illegible]

Regulations.

		s.	d.	
For an officer,	. . . . .	1	0	per month.
,, serjeant,	. . . . .	0	6	,,
,, corporal,	. . . . .	0	4	,,
,, trumpeter, drummer, or private,		0	3	,,

22. The regimental committee is, at the end of each month, to send to the paymaster a list of the names of the subscribers, with their rates of subscription, in order that the respective sums may be stopped from each non-commissioned officer or soldier therein named.

23. All payments are to be made by the regimental paymaster, on the requisition of the regimental committee, countersigned by the commanding officer. It will be at the option of the commanding officer to appoint a treasurer to receive over from the paymaster and apply the sums from time to time acquired.

24. The subscriptions paid by corps to the garrison libraries, agreeable to Article 20 above, are to be received by the barrack-master, and disbursed by him on requisitions of the garrison library committee, countersigned by the officer commanding at the station.

Regimental Committee.

25. For the management of the regimental recreation rooms a committee will be formed. The president is to be appointed by the commanding officer, and is not to be under the rank of troop serjeant-major or colour serjeant. The members are to be elected annually by the subscribers, and are to consist of non-commissioned officers and privates in such proportions as the commanding officer shall determine. The duties of the regimental committee are to superintend the regimental recreation rooms, as regards management and expense; to recommend for the approval of the commanding officer the books to be purchased for the library of the station, and the periodicals, newspapers, and games to be purchased for the recreation rooms; and to carry into effect the wishes of the subscribers, so far as may be possible.

Books, &c.

26. Commanding officers are to understand, when sanctioning the purchase of new books, that a reasonable proportion of works of an instructive as well as interesting character, such as histories, travels, and general literature, should be obtained.

27. No works of an immoral tendency, or of a political or religious controversial character, can in any case be sanctioned. Any books which, after being purchased, shall be found to be unfit in any respect for circulation, are to be condemned, and forwarded to the stationery office as unserviceable; and the corps out of whose funds they have been provided is to be required to supply another work of equal value. Any such works are to be ordered by the commanding officer of the garrison to be condemned, and withdrawn from circulation without delay; and any works of an objectionable character are also liable to be condemned by the Field Marshal Commanding in Chief, on the report of the Council of Military Education.

28. No donation of books for libraries is to be accepted until the list of them has been approved by the officer commanding at the garrison or station. A list of such books is to be inserted in the quarterly report of the library, as well as of all books purchased out of the library funds.

29. With a view to rendering the books of a religious character contained in the military libraries more freely accessible to the chaplains to the forces, for the use of the sick in hospital, all chaplains to the forces are permitted to take such works out of the military library at their station as they shall

require for this purpose, without payment of a subscription. The volumes so taken out are to be returned at the proper time, and the soldiers in whose hands they are placed are responsible for their preservation in the same manner as subscribers. Regulations

30. It is to be understood that this privilege is not to deprive individuals who are not in hospital of the use of the books, when they desire it, in a fair proportion.

31. No newspapers or periodicals are to be admitted into any recreation room which are not sanctioned by the commanding officer, who is required to state in the quarterly report what newspapers and periodicals he has allowed to be admitted.

Smoking.

32. Smoking is sanctioned in recreation rooms, subject to the permission of the commanding officer.

Gambling.

33. All gambling is strictly prohibited.

Tea and Coffee.

34. Subject to the approval of commanding officers, there will be no objection to arrangements for the supply of tea or coffee, bread and butter, or such other articles as they may sanction, at a regulated price; but the introduction of wine, beer, or spirits, under any pretence, is strictly prohibited. Spittoons will be provided on requisition.

Extra Hours.

35. Subject to the approval of commanding officers, the recreation rooms may be kept open till 10½ P.M. in summer, and 10 P.M. in winter, for men who have received leave specially from their commanding officers to attend after tattoo.

Garrison Library Committee.

36. Where there is more than one corps at a station, a garrison library committee is to be formed, consisting of such number of members of the regimental committees as the officer commanding at the station shall determine.

37. This committee is to meet at least once in each quarter, and compare the lists of books proposed by the several regimental committees to be purchased, reducing, if necessary, those lists, and submitting their final recommendation for the approval of the officer commanding at the station.

38. It is to examine the quarterly statement of accounts prepared by the librarian, previously to its being submitted to the quarterly board of officers.

Damages.

39. The barrack-master, assisted by an officer of the troops, not under the rank of captain, and accompanied by the quarter-masters of the different corps in garrison, is to make a minute monthly inspection of the books not then in circulation, belonging to the Government, for the purpose of ascertaining the losses sustained, and damage done, either designedly or through neglect, during the month immediately preceding, and of assessing the charges for the same; and a similar inspection is to take place at every movement or interchange of troops.*

40. Should the barrack-master and the officer commanding disagree as to

* In every case in which a single volume is lost or injured, unless the work be one of which the volumes are procurable separately, the whole set must be charged for, and the other volumes will become the property of the soldier.

Regulations. the amount to be charged to the troops, the same course is to be adopted as for barrack damages under similar circumstances.

41. Statements of the charges assessed are to be attested by the barrack-master and the officer who has assisted him at the inspection; and these statements are to be transmitted to the paymasters of the regiments and depôts, with a view to the amount being recovered from the non-commissioned officers and men at their next settlement.

42. No charges are to be made for damage arising from fair wear and tear; and the inspecting officers above referred to may exercise their discretion in awarding the charge to be made against a corps for the loss of or damage done to a book, whenever it shall be satisfactorily shown that it has been the result of accident, and not of design; but in the latter case the full amount of damage should be recovered from the soldier committing it.

Repairs.

43. All repairs, under fair wear and tear, required for the books or games, are to be reported quarterly to the commanding officer, who will authorize the same to be carried out under the direction of the barrack-master, and the expense to be defrayed by the library fund.

Books Condemned.

44. Books condemned as unserviceable are to be forwarded to the stationery office. They may be sent direct from stations in Great Britain. At all other stations they are to be made up into convenient parcels, and sent to the military store officer, by whom they will be forwarded to Woolwich by Government freight ships as opportunities offer.

45. Games, furniture, and utensils, supplied at the public expense, are to be considered as barrack stores, and are, together with the rooms, to be inspected, and any damages or deficiencies to be assessed and made good without delay, according to the Barrack Regulations. The amount assessed is to be recovered from the troops in the usual manner, the charges being paid from the funds of the recreation rooms, when they cannot be assessed against individual soldiers.

46. Fair wear and tear repairs are to be performed in the usual manner, but are to be separately shown in the ordinary returns and accounts.

47. Articles requiring to be replaced, from fair wear and tear, or additional articles required, will be supplied at the public expense, on the requisition of the commanding officer to the barrack-master, subject in each case to the approval of the Secretary of State.

Transfers.

48. On a regiment quitting a station all books are to be returned to the library, and all accounts connected with the library settled *three days* before the departure of the regimental head-quarters.

49. Should a regiment quit a station suddenly, the same course is to be adopted as for barrack damages under similar circumstances.

50. Should a station be unoccupied by troops, the library is to be under the care of the barrack-master; and if a pensioner librarian be employed, he is to be under the orders of the barrack-master.

Council of Military Education.

51. The Council of Military Education have the general supervision of military libraries.

Quarterly Reports.

52. Boards of officers (of which the barrack-master will be one) are to

port quarterly to the Council of Military Education on the state of the Regulations.
rary, according to the Form B. annexed.

53. Quarterly reports on regimental recreation rooms, according to the nexed Form A., are to be forwarded in duplicate from each corps, dressed to the Secretary to the Council of Military Education, 13 Great orge Street, Westminster, who will transmit the same, with such observa-ns as the Council may have to offer, for the consideration of H. R. H. e Field Marshal Commanding in Chief and the Secretary of State for War.

Inspecting General's Report.

54. General officers, at their periodical inspections of the troops, are to port upon the state of the different libraries and the regimental recreation oms within their commands, as well as on the degree of attention paid to em by the librarians, submitting such suggestions as they may deem cessary for their improvement, and stating the number of subscribers in ch of the corps under their command.

.—REPORT on the REGIMENTAL RECREATION ROOMS of the ——, stationed at ——, for the Quarter ending the ——, 18—.

(*To be rendered in Duplicate.*)

INFORMATION TO BE GIVEN.	REMARKS.
. State the number of subscribers, officers, non-commissioned officers, and privates separately, and the amount of the monthly subscription of each rank.	
2. The names of the periodicals and newspapers purchased for the recreation room during the quarter, and the sum appropriated to the library for books and repairs. The number and description of games in possession of the regiment.	
3. The name of the regimental librarian, the date of his appointment, and his salary, and whether he gives satisfaction.	
4. The manner in which the affairs of the regimental recreation rooms are conducted, and how the committee is composed.	
5. Whether there is a room for games, as well as a reading room, and the hours during which such rooms are kept open.	
6. Whether refreshments are provided.	
7. Append a statement of account for the quarter in detail.	

—— Treasurer (or President of the Regimental Committee).
Confirmed ——, Commanding ——.

The Secretary to the Council of Military Education,
31 Great George Street, London, S.W.

Regulations.

B.—QUARTERLY REPORT of the LIBRARY at ——, ——186—.

INFORMATION TO BE GIVEN.	REMARKS.
1. State the number of troops and companies contributing to the library.	
2. State—1st, the number of works and the number of volumes composing the library; 2d, the numbers that have been issued during the quarter to each corps.	
3. The names of all books purchased during the quarter.	
4. Whether all repairs, binding, &c., noted in the last report, have been executed.	
5. The repairs, binding, &c., now required.	
6. The names of any books condemned as unserviceable, stating whether from fair wear or chargeable against troops.	
7. Append a statement of accounts for the quarter in detail.	

——— Signature of Board.
——— Barrack-master.
(Countersigned) ——— Commanding Officer.

The Secretary to the Council of Military Education,
13 Great George Street, London, S.W.—R.

W. O. Circ., 846. *9th Dec.*, 1863.

Regulations.

1. THE Secretary of State for War, in order to provide more effectually for garrison libraries and regimental recreation rooms, in accordance with War Office Circular No. 798, and Horse Guards General Order No. 823, has caused the accompanying memorandum, with plans based upon the instructions contained therein, to be drawn up.

2. In garrisons where accommodation exists for more than one regiment, a provision for a garrison library should be proposed, if such has not already been made, as well as for recreation rooms for each regiment. The garrison library should consist of one or more adjoining rooms, proportioned to the strength of the garrison, with a room for the librarian. It is to be the central depôt from which books are to be issued to the different regiments in garrison, and in which books of reference, or others which cannot be issued from it, may be read.

3. Where accommodation exists for one regiment only, the regimental recreation rooms will serve also as the library. (See the accompanying plans.)

4. The accompanying plans and memorandum show the nature of the accommodation to be provided for regimental recreation rooms, and the style to be adopted where the erection of new buildings may be necessary.

5. The required accommodation should, however, be obtained by the appropriation of existing buildings, whenever this can be done without inter-

fering with the regulated space of 600 cubit feet per man in temperate climates, and from 1,000 to 1,500 cubit feet per man in tropical climates; the more so as the erection of new buildings can only be proceeded with gradually, as funds are available. Regulatio

6. Lord de Grey requests, therefore, to be furnished with reports from each station occupied by one or more regiments or battalions, showing what accommodation now exists for garrison libraries and regimental recreation rooms, and submitting, in the manner pointed out by Circular 530, a re-appropriation for that which may be wanting, as far as the barrack accommodation will admit of it. With each report should be transmitted plans of the existing libraries and rooms, and of those proposed to be appropriated, showing the windows and fire-places in each, and also the relative position of the rooms to one another, together with a statement of the length, breadth, and height of each room, and size of windows, and a description of the grates or ranges therein.

7. These reports should also be accompanied by separate demands for the furniture, games, utensils, fuel, and light required, made out in accordance with the annexed schedule.

8. Such furniture, games, and utensils as the Secretary of State may, upon the receipt of these demands, authorize to be supplied, will be provided at the public expense. They are to be considered as barrack stores, and are, together with the rooms, to be inspected, and any damages or deficiencies to be assessed and made good without delay, according to the Barrack Regulations. The amount assessed is to be recovered from the troops in the usual manner, the charges being paid from the funds of the recreation rooms when they cannot be assessed against individual soldiers.

9. Fair wear and tear *repairs* are to be performed in the usual manner, but are to be separately shown in the ordinary returns and accounts.

10. Articles requiring to be *replaced* from fair wear and tear, or additional articles required, will be supplied at the public expense, on the requisition of the commanding officer to the barrack-master, subject in each case to the approval of the Secretary of State.

11. These directions, so far as games only are concerned, are, with the concurrence of His Royal Highness the Field Marshal Commanding in Chief, to be substituted for those contained in Articles 39 to 43 of Horse Guards General Order No. 823.

EDWARD LUGARD.

Construction.

1. The accommodation need not be costly. It should provide for 30 per cent. of the barrack accommodation.

2. One-half of the surface area should be for the books and reading room, and the other half for the game room. In rooms of unequal size the game room should be the larger.

3. The building might be on either of two plans. The one, all ground floor, having the bar between the reading room and the game room; the other, in two floors, the reading room above and the bar on the ground floor, opening into the game room.

4. The height of the rooms should be in proportion to the length and breadth. A square room would be more comfortable than a long narrow room. Top lighting would be advantageous, in addition to windows, and there should be comfortable fire-places, with good ventilation and conveniences.

5. When a separate kitchen is not necessary, the bar should have a small kitchen-range and boiler, and a money-till with lock, also means of preparing tea, coffee, washing and putting away plates, tea cups, &c.

Regulations.

6. The walls and ceilings should be plastered and coloured, and the rooms fitted with officers' or other suitable grates.

7. A broad glazed verandah along one side of the buildings for the men to sit under in wet weather should be provided when practicable.

8. Gas, or, in default, moderator oil lamps, to be used for lighting the whole establishment.

9. Cloak pins should be provided to the extent of 20 per cent. of the barrack accommodation.

10. The buildings to be capable of extension, to meet the increase of subscribers.

11. In re-appropriations, where two rooms cannot be spared for recreation rooms, one may be proposed for both reading and games, in accordance with Article 4 of Horse Guards General Order No. 823, until more ample accommodation can be afforded.

Furniture.

Window blinds to each room.
Dark wooden settees, not stuffed, of sizes to suit room.
Dark wooden rectangular tables, of sizes to suit room, about twelve feet run for each 100 men on the strength of the regiment.
Dark wooden round tables, thirty inches diameter, one for each 100 men on the strength of the regiment.
Painted chess-board tables, one for each 200 men on the strength of the regiment.
Officers' chairs sufficient to furnish the rooms comfortably; any number required by the attendance to be supplied.
Dark wooden arm chairs, not stuffed, one per cent. of strength of regiment.
Dark wooden book-case, with wire doors.
Cocoa-nut matting.
Spittoons, 4 per cent. of the strength of the regiment; more if found necessary.
Coal boxes, 2; of sizes required.
Coal scuttles, officers', } According to grates.
Fire irons, } According to grates.
Fenders, } According to grates.
Clock, value about £1 10*s.*
Inkstands, 6.
Blotting-books, 3.
Portfolios, of sizes for periodicals, 12.
Prints, good, framed, 12.
Maps and plans, mounted, 12.*
Moderator lamps, where gas is not supplied.
A tobacco or cigar box, with divisions and glass sliding lids (in bar).
Filter, 4 gallon (in bar).

Games.

Bagatelle boards,	2	Per regiment, if not already provided.
Chess,	4	
Draughts,	8	
Dominoes,	6	
Solitaire,	2	
Backgammon,	2	

* To be provided by the Topographical Department.

Utensils.

Cups and saucers,	6	Per cent. of strength of regiment.
Plates,	6	
Tea-spoons,	6	
Knives,	6	
Forks,	6	
Tumblers,	3	
Basins, of sizes,	2	
Jugs,	1	
Wooden bowls, large,	2	In all.
Coffee-boiler, with tap,	1	
Tea ,, ,,	1	
Dishes,	4	
Carving-knives and forks	2	
Tea-pots,	2	
Coffee-pots,	2	
Kettles,	2	
Tubs for washing plates,	2	
Trays, small,	4	
Canisters, 2, for tea and coffee, to hold about 8 lbs. each.		
Coffee-mill, small,	1	
Egg-cups,	12	
Egg-spoons,	12	
Salt-cellars, glass,	12	
Salt-spoons,	12	
Mustard-pots,	6	
Pepper-castors,	3	
Frying-pans,	2	
Saucepans, of sizes,	3	
Gridiron,	1	
Set of scale and weights,	1	

Fuel.

Where ventilating grates have been fitted in the rooms, fuel may be issued as provided under existing regulations for these rates in soldiers' rooms.

Where old pattern grates are in use, the fuel issued may be the same as allowed under existing regulations for the rooms, when occupied by soldiers.

Where the rooms are kept open after tattoo, as sanctioned by Article 35 of Horse Guards General Order No. 823, one-sixth more fuel may be issued on the requisition of the officer commanding the regiment or corps.

No fuel will be issued for the bar, as any expenditure required for it should be covered by the prices of the articles sold.

Light.

Where gas is supplied, the maximum quantity may be at the rate of five cubic feet of gas (13-candle illuminating power) per hour for each 1,000 cubic feet of content of room.

The gas may be kept turned on by the barrack-master after tattoo, in accordance with the above-named article, on the requisition of the commanding officer.

Where moderator lamps are used, the maximum quantity supplied may be two for each 1,000 cubic feet of content of room.

The allowance of oil should not exceed two ounces per hour per moderator lamp during the hours that the rooms are kept open after dusk.—R.

MAGAZINES.

W. O. Circ., 425. *23d May*, 1859.

Shoes.

An instance having recently occurred in which it was found that the heels of some magazine shoes were found secured by *iron sprigs*, which was not discovered until the heel was cut open or partly worn, Secretary Major General Peel desires that all the magazine shoes at your station may be carefully examined, the heels taken off, and afterwards replaced by means of sewing, or by wooden pegs.

A report is to be made of your proceedings.—s.

B. Hawes.

To Commanding Officers of Artillery, Military Store Officers, and Master Gunners.

W. O. Circ., 743. *25th Feb.*, 1862.

Identification and Capacity.

It having been brought to the notice of the Secretary of State for War that, in some instances, the identification and capacity of magazines, as shown in the inspectional reports furnished by commanding Royal Engineers, do not agree with the returns furnished by the Royal Artillery and the Military Store Department, general officers are requested to direct the senior officers of each department in their districts to confer and prepare, for the information of the Secretary of State for War, a joint return of all magazines in each district, showing the identification and capacity of the same, as agreed on by them.

It is desirable that the store magazines at each station should be identified by the letters A, B, C, &c., and artillery expense magazines by the numbers 1, 2, 3, &c.

The identification and the capacity of each magazine in barrels and cases, according to the approved construction, should be painted inside the door of the same, and should be quoted in all returns, whether furnished by officers commanding Royal Artillery or Royal Engineers, or by superintendents of stores.

It is further necessary that the identification of artillery stores, shell filling rooms, &c., should be agreed upon and painted on the doors; and that a list of such buildings should be forwarded with the engineer inspectional reports.—I.

B. Hawes.

MANUFACTURING DEPARTMENT.

W. O. Circ., 107. 11*th May*, 1857.

orks and ildings.

1. The direction, control, and responsibility of the whole of the works and building operations authorized by the Secretary of State for the War Department, charge of lands, &c., of the War Department in the Royal Arsenal, Waltham Abbey, Enfield, Purfleet, and Shoeburyness, is vested in the inspector general of fortifications, who will direct an officer of his staff especially to attend to these duties.

2. This officer will be called inspector of works in the manufacturing departments. His office will be in Whitehall.

All letters upon the subject of these works will be addressed to the Inspector General of Fortifications, and marked at the head "M. D. Works."

3. The inspector of works will be assisted by a surveyor of works, resident at *Woolwich*, who will have immediate charge of the works in the *Arsenal*, and by resident clerks of works at the other stations.

4. The orders of the inspector of works are to be considered as orders of the inspector general of fortifications.

5. The general spirit of the engineer code will be adopted, and all deviations from it must be specially authorized—the only difference being that in this district the commanding royal engineer and the inspector general of fortifications are the same person.

6. The surveyor of works, clerks of works, &c., will render to the superintendents of factories and heads of departments all the professional assistance in their power; and will, in all practicable cases, conform to their views and consult their wishes: but they will be directly responsible to the inspector general of fortifications for all expenditure incurred, and from this responsibility no order from the head of a department can relieve them.

7. A separate annual estimate will be prepared for each manufacturing or other department, after personal communications between the inspector of works and the superintendents of the several departments.

8. When a new work is required for a department, either in an annual or special estimate, the superintendent of that department will state his requirements to the Secretary of State. The Secretary of State will then, if he thinks fit, call upon the inspector general of fortifications for plans and estimates. The inspector general of fortifications will put the inspector of works or other competent person in personal communication with the head of the department, to learn his views in the utmost detail. The plan will be, if necessary, repeatedly submitted to the superintendent, and his concurrence obtained before it is finally submitted to the Secretary of State.

9. All works chargeable to the incidental item will be executed upon the requisition of the superintendent of the department concerned, or in his absence by any one acting on his behalf. Such services as are of so urgent a character as to admit of no delay will be ordered for execution at once. In such cases the urgency of the work is to be immediately reported to the inspector of works, who will obtain the necessary sanction for the expenditure. Services which will admit of a few days' delay will be submitted to the inspector general of fortifications for his sanction before anything is n them.

10. In the case of works being required of too considerable a nature to be executed on the incidental item, or which would be likely prematurely to exhaust that item, a special report, in the first instance, of the circumstance must be made by the surveyor or clerk of works to the inspector general of fortifications, forwarding the requisition and an approximate estimate. Works at Buildings.

11. In the case of any considerable deviation from the original and authorized plans and specifications of a work being required by a superintendent, in consequence of any unforeseen circumstance, and which would cause an excess upon the estimate sanctioned, a report is to be made by the surveyor of works, or clerk of works, to the inspector of works, stating the nature of the change, explained by a diagram, if necessary, its causes, and the probable expense, which must be sanctioned before the alterations are commenced. A similar course will be pursued in the case of any deviation appearing to the surveyor of works, or clerk of works, indispensable during the progress of the works. In cases where serious inconvenience would result from the delay of a few days, and wherein the change would involve an inconsiderable expense, it may be made in anticipation of the authority, but a report of the circumstances must be immediately made.

12. The expenditure upon the works of each manufacturing or other department will be kept separately and in distinct ledgers, in the usual form, and the expenditure of the district will be kept in one general ledger for the whole, in Whitehall. All bills, having been carefully examined and checked in every detail, and duly certified by the surveyor of works and clerk of works, will be transmitted to the inspector of works, by whom they will be examined, signed, and forwarded to the proper quarter for payment.

13. The measurement of works will be under the charge of a surveyor especially appointed for that important branch of the service.

14. The books kept will be those specified in the Royal Engineer Code, and each office will be furnished with the list of periodical documents required.

15. Each clerk of works will be required to keep a diary ready for inspection at all times by the inspector of works, or other superior authority. This diary is to give a complete history of each work during its execution, the date of the commencement of each part of it, the progress of the several parts at frequent intervals, and the time of their completion. All delays, and any variations from the design, together with the reasons and authorities for the same, and any incidental information which may afterwards be useful, are to be regularly recorded. This book will be open to the superintendents of the manufacturing departments.

16. The inspector of works will exercise the same care of the lands of the War Department in the Arsenal, at Waltham Abbey, Enfield, Purfleet, and Shoeburyness, as is required of district commanding Royal Engineers by Circular No. 34. (Inspector General of Fortifications.) 1st January, 1857, $\frac{148}{307}$.—B.W.

B. HAWES.

W. O. Circ., 266. *June 12th*, 1858.

THE following rules in regard to "Passes," to enable stores, &c., to be removed from the Royal Arsenal, Woolwich, are to be substituted for those now in force:— Woolwich Arsenal.

Each department will be provided annually with a cheque book, on every page of which will be printed consecutive numbers, and the date of the year to which it applies.

Woolwich arsenal.

The following departments will grant passes, and will be furnished with the proper pass books:—

Royal Gun Factories.
Royal Carriage Department.
Royal Laboratory.
Military Storekeeper's Department.
Chemical Department.
Machinery Department.
Works Department.

In each department the officer in charge will appoint one or more clerks to grant passes; and, in the event of their absence from illness or other cause, others will be immediately appointed to supply their places.

The names of all persons so appointed, whether the arrangement be permanent or temporary, are at once to be communicated to the police.

The passes, when granted, will be collected at the gates of the arsenal, and retained in the hands of the police.

All stores may be shipped by the heads of departments, but no craft or boat is to leave the wharves or causeways of the arsenal without a permit, to be granted by the principal military storekeeper, or a clerk or clerks nominated by him.—W.

B. HAWES.

W. O. Circ., 587. 1*st May*, 1860.

Inspectors of clothing.

1. THE following instructions are to be observed in lieu of those given on the 7th February, 1859, and are intended to provide for the separation of the receipt and inspection of stores from the Storekeeper's Department, but the inspectors, and all persons employed under their orders, will be required to adhere strictly to the ordnance regulations.

2. All stores from contractors, or purchased under special authority by the military store officer in charge, will be received by the inspectors, in whose custody they will be during the inspection.

3. The stores will be received on the receiving floors, and the inspectors will see that the receiving clerk in charge of the floor is always present when stores are delivered, and that no delay takes place in passing them for inspection, or into the charge of the senior military store officer.

4. As the inspectors are responsible for the custody of the stores until delivered over to the charge of the senior military store officer, in the event of the space allotted being insufficient they will report the same to the War Office, with such suggestions as they may have to offer.

5. Should the military store officer in charge urgently require stores which may be under inspection, or not delivered by the contractors, the inspectors will, on the receipt of an extract of the order from the military store officer in charge, hasten the delivery from contractors, or expedite the inspection, as the case may be.

6. The inspectors are to see that the supplies are properly compared with the patterns and specifications; and as they have the means of checking and superintending the proceedings of sub-inspectors and viewers, they will be held responsible for the quality of the stores which they pass into the service.

7. Every report of inspection is to be signed by an inspector and one sub-inspector; and the inspectors will see that the stores are properly described in the inspection report, so as to identify them with those described in the corresponding specification.

8. Upon the completion of the inspection they will insert in the proper *columns the* quantities accepted and rejected; and against each item of

rejection they will clearly and fully state the cause, and notify the same to the contractor, and require him forthwith to remove and replace the rejections. Inspecti Clothing

9. All communications with contractors regarding the delivery of supplies, the removal of rejections, and all other matters connected with the receipt and inspection of supplies, are to be made by the inspectors, pursuant to the contracts entered into.

10. Sub-inspectors and viewers are on no account to be permitted to enter into any communication with contractors, except in the presence of an inspector.

11. In the event of any difference of opinion arising between the inspectors, on any subject connected with the receipt and inspection of stores, each of the dissenting parties will make a report of the same to the War Office, fully detailing his reasons in support of his views.

12. In the event of an inspector having reason to disapprove of the decision of a sub-inspector, he will desire the latter to draw up a statement of his opinion, and his reasons for coming to that opinion, before he leaves the inspection buildings. The inspector will forward the sub-inspector's letter, together with his own remarks thereon, for the information and decision of the Secretary of State.

13. The inspectors are required to keep a daily record of inspections; and they will transmit on the 1st of every month a return of all stores inspected, with the dates, showing when they were received from the contractors, with any explanation for the non-inspection of the articles therein enumerated after the expiration of the thirty days allowed for inspection by the terms of the contract.

14. When stores have been inspected, the inspectors will give them over to the military store officer in charge, accompanied by a transit note in duplicate; and the certificate for payment will be signed by one inspector and one sub-inspector, as regards quality and conditions of contract, and transmitted to the senior military store officer, who will certify that the articles have been taken on charge, and forward it to the accountant general.

15. The inspectors will be required, upon a requisition from the military store officer in charge, to inspect stores returned from regiments.

16. All persons attached to the receipt and inspection departments are under the exclusive authority of the inspectors; and all applications for leave, &c., are to be sent through the inspectors to the War Office.

17. The inspectors will keep the necessary cheque of all persons employed under them, and will prepare, examine, and certify the cheque books and pay lists agreeably to the regulations, but the payments will be made by the military store officer in charge.

18. The store buildings allotted for the receipt and inspection of stores will be under the charge of the inspectors, who will make such arrangements as they may consider necessary to ensure the safety of the buildings and stores entrusted to their charge.

19. All requisitions for ordinary repairs are to be addressed to the inspector of works; and requisitions for articles in use, and articles necessary for carrying on the duties connected with the receipt and inspection of stores, are to be addressed to the military store officer in charge.

20. During the hours that the depôt is closed, the keys of all the buildings will be entrusted to the resident foreman of the Storekeeper's Department; and the inspectors will direct the principal viewers to deliver the keys to the resident foreman immediately after the work has ceased.

21. Whenever patterns are to be sent to accompany supplies, the inspectors are required to select and see that they correspond with the standard patterns; they will then affix their own seal to each article, and sign the label

Inspectors of clothing.

or certificate which is to accompany it when submitted for sealing to the War Office or Horse Guards, as may be directed.

22. The patterns, if approved, will be again sealed in the usual manner by the departmental officer, who will likewise countersign the label or certificate, and return it with the patterns.

23. All sealed patterns and specifications will be in the custody of the inspectors, and all specifications descriptive of sealed patterns are to be prepared by the inspectors, and each specification is to be signed by an inspector and a sub-inspector previous to being submitted for the approval of the Secretary of State for War.

24. The standard patterns approved by Her Majesty are not to be removed from the room where they are deposited, except upon an order from this office.

25. The duplicate standard patterns, as well as the specifications to guide the supply, should invariably be shown to the contractors, and their supplies should be examined by those duplicate patterns; but a sample may be selected by the contractor on his own responsibility, on the payment of the usual deposit.

26. The inspectors and sub-inspectors will be required to attend during the hours fixed by the Secretary of State for the transaction of public business at the Military Store Department; and any application for leave of absence from their duties is to be addressed to the War Office.—C.

B. HAWES.

H. G. Circ. Mem., 94. 18*th Dec.*, 1860.

Clerks.

WITH reference to the Circular Memorandum dated Horse Guards, 6th July, 1857, relative to the appointment of retired or pensioned non-commissioned officers to clerkships in the out-station branches of the War Department, His Royal Highness the General Commanding in Chief hereby notifies that he has received a communication to the effect that the Secretary of State for War has decided for the future to appoint men of the class above-mentioned only to clerkships in the manufacturing departments and purveying branch,—admission to the military store branch being reserved for such candidates as may be found eligible under the general regulations prescribing the qualifications of clerks at out stations of the War Office.

All retired or pensioned non-commissioned officers, from every arm of the service, whose names may be favourably brought to the notice of the Secretary of State by His Royal Highness, will, upon vacancies occurring, be eligible for employment as clerks in the purveying or manufacturing departments, provided they produce the certificates and pass the examination required by the annexed memorandum.

Candidates for these situations will continue to send their applications to the military secretary, with the necessary certificates.

JAMES YORKE SCARLETT, *Adj. Gen.*

Candidates for the situations of "Established non-commissioned officer clerks" in the purveying and manufacturing departments, must possess the following qualifications:—

1. They must be under forty-two years of age.
2. They must be of good character.
3. They must be in good health.

They will, consequently, be required to produce satisfactory evidence on these points, and will not be noted for appointments without the pro-

* Temporary clerks of the above class may be appointed to permanent clerkships up to the age of forty-five, if they were under forty-two when first employed, and have served continuously.

duction of a good character from their late commanding officers, transmitted through the military secretary to the Secretary of State for War, with the recommendation of His Royal Highness the General Commanding in Chief. Clerks.

Candidates will be examined by the Civil Service Commissioners in the under-mentioned branches of knowledge:—

For Permanent Clerks.—(1). Exercises to test handwriting and orthography. (2.) Arithmetic (including vulgar and decimal fractions). (3). English composition.

Temporary Clerks.—(1.) Exercises to test handwriting, orthography, and grammatical correctness. (2.) Arithmetic (Elementary).

In each of these subjects the candidate must pass a satisfactory examination.—C.

H. G. Circ. Mem., 302. (*Ext.*) 21*st June*, 1864.

"THE following rules and regulations for the guidance of laboratory "parties are published for general information, and are to be strictly adhered "to at all stations at home and abroad, viz.:— Laboratories.

"No laboratory operation which involves risk of an explosion is to be "carried on within a distance of 400 yards from a magazine in which large "quantities of gunpowder are stored.

"The following rules in regard to dress, which are observed in the Royal "Laboratory, Woolwich, are to be carried out in the case of all persons "engaged in work connected with combustible stores." *—L.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 870. HOME AND FOREIGN (NOT INDIA). 12*th July*, 1864.

THE Secretary of State desires that the following regulations be strictly observed by all persons engaged in work connected with combustible stores, viz.:— Combustible Stores.

1. All persons so employed are to change their outer clothes—viz., coat, waistcoat, trousers, cap, and shoes, and to wear the suits specially provided for this purpose.

2. The change of clothes is to be effected in a shifting house, where the ordinary clothing is to be deposited.

3. No laboratory operation which involves risk of an explosion is to be carried on within a distance of 400 yards from a magazine in which large quantities of gunpowder are stowed.

4. Only steady and intelligent men are to be employed in laboratory work, and the preference is to be given to those who have passed through a course at Woolwich.

5. No accumulation of gunpowder or other explosive material is to be allowed, *on any account*, in the workshops, or in close proximity to the laboratory buildings. A small expense magazine, *in a safe position*, is to be provided; the stores are to be drawn from this magazine *in small quantities* as required, and the finished work is to be returned to the magazine in the same way. This is a most important point, for, notwithstanding every precaution, an accident may occur. All the arrangements should, therefore, be made with a view to reduce, as far as practicable, the amount of explosive or combustible materials in a building at any one time where laboratory operations are being carried on. The destruction of combustible stores by fire or by breaking up is on no account to be effected within the precincts of a laboratory.—S.

HARTINGTON.

* *See W. O. Circ.*, 870.

MASTER TAILORS.

H. G. Circ. Mem., 189. INFANTRY. 11*th March*, 1862.

Qualifications, Appointment, and Pay.

IT having been brought to the notice of His Royal Highness the General Commanding in Chief that a difficulty is often experienced in procuring competent master tailors in regiments of foot guards and battalions of infantry of the line, the following instructions on the subject have, with the concurrence of the Secretary of State for War, been approved, and His Royal Highness desires that they may be adhered to whenever officers commanding may think fit to apply for the special enlistment of serjeant master tailors.

The officer commanding having found a competent tradesman willing to enlist on the prescribed terms, will apply to the Adjutant General for permission for his examination, as regards his trade, at the Royal Army Clothing Factory, Pimlico.

Should he pass the required examination, an application for his special enlistment as serjeant master tailor will be addressed to the Adjutant general, accompanied with the certificate of the superintendent of the Royal Army Clothing Factory.

The serjeant master tailor is not to be in addition to the establishment of the corps, but will take the place of a duty serjeant, of which rank he will receive the pay and allowances, and his service will be allowed to reckon as serjeant's service towards claim to pension on discharge; he will be subject in all matters of discipline to the provisions of the Mutiny Act and Articles of War, and to the rules and regulations of Her Majesty's service, and will be liable to be reduced for misconduct.

Whenever a master tailor is appointed under this arrangement, the sum of one shilling, hitherto allowed for the alteration of each suit of clothing, will cease, and neither the public nor the soldier will henceforth be liable for this charge; but, in addition to the regimental pay and allowances of a serjeant, the serjeant master tailor will receive a salary at the rate of £44 a year. This salary, which will be paid by the public, will be drawn by the commanding officer in such sums as he may think fit, and is to be withheld until the completion of the fitting of the annual clothing to the satisfaction of the officer commanding, except as regards such payments as may be actually due to the workmen employed to effect the necessary alterations, when advances on account of salary may be made on the certificate of the commanding officer.

The serjeant master tailor will be prohibited from entering into any contract for the provision of volunteer or other clothing.

He will be allowed to have the assistance of men from the ranks, on the usual terms, for regimental purposes, but not otherwise.

Regiments having a serjeant master tailor will consequently return one duty serjeant less, whose place may be filled by a corporal as lance serjeant.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 221. INFANTRY. 19*th Sept.*, 1862.

Appointment and Pay.

REFERRING to the recent arrangement for the provision of master tailors to the infantry, His Royal Highness the General Commanding in

Chief has received an intimation from the Right Honourable the Secretary of State for War, that, in the event of there being no vacancy at the time for a serjeant, the man should be enlisted, and special application made to the War Office for authority to issue to him pay as serjeant until a vacancy may occur. Appointment and Pay.

In cases where a vacancy exists, the man should at once be appointed a serjeant from the date of his enlistment.

Depôt battalions are at the same time informed, that in lieu of the fixed annual allowance of £44, the master tailors attached to them will be paid by the public 1*s.* 1*d.* and 11*d.* per suit, in alternate years for alterations, viz. :—

Tunic, 8*d.* Cloth Trousers, 3*d.* Serge Trousers, 2*d.*—s.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 250. INFANTRY (NOT INDIA). 11*th April*, 1863.

IN consequence of the difficulty experienced by commanding officers in finding good men to fill the situation of master tailors to their regiments under the recent Warrant, the Secretary of State for War has, on the recommendation of His Royal Highness the Field Marshal Commanding in Chief, consented to the instruction in tailoring of a certain number of men at the Government clothing establishment at Pimlico. Commanding officers are accordingly desired to send to this department the names of volunteers who may wish to avail themselves of this privilege, taking care that they are industrious men of good character, tailors by former trade, and having a capacity and desire for the business. During the period of instruction, a sum of extra pay, not exceeding one shilling per diem, will be allowed; and, beyond the actual expense of proceeding to and from their regiments, they will be entitled to no other allowance. Quarters will be provided for them in the Wellington Barracks, and they will of course be subjected, in all respects, to military discipline. Instruction at Pimlico.

As the clothing factory is not calculated to accommodate above thirty men at one time, in the first instance, men will be selected from regiments serving at home.

On receiving a certificate of qualification, it will be optional with the men to volunteer to any corps in want of a master tailor; or, should they prefer it, they may await in their own regiments a similar appointment.—s.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

MEDALS AND HONORARY DISTINCTIONS.

W. O. Circ., 7377—1. *30th April*, 1858.

Annuities Attached to Decorations.

SIR,—The inconvenience arising from the present mode of paying and charging the annuities for "distinguished or meritorious" service to non-commissioned officers, as also of the annuities attached to the decoration of the "Victoria Cross," having been brought to the notice of the Secretary of State for War, I am directed to acquaint you that, *from and after the 1st October*, 1858, these annuities, instead of being issued as at present, by the paymaster general under the royal sign manual, will, in all cases where the annuitant is borne on the effective strength of a corps, be issued by the regimental paymaster at the expiration of each quarter, and charged by him in his pay list, to which should be attached the usual life certificate and the annuitant's receipt. Should he be transferred to another corps, whether at home or abroad, or to the regimental depôt, the paymaster thereof will continue payment of the amount in the same manner.

In the event of the annuitant being discharged from his regiment, either with or without pension, the amount will, on application for the same, be paid quarterly by the staff officer of pensioners of the district in which the annuitant may be residing, and charged by the staff officer in his quarterly accounts rendered to this office; the usual life certificate, with the annuitant's receipt, being attached as before.

I am to add that, in order to facilitate matters, the Secretary of State for War has decided that until the 30th September, 1858, inclusive, the annuities in question may be paid either under the existing regulation—viz., direct by the paymaster general, on the production to him of the usual certificate of the annuitant being alive, with his receipt attached; or under the new arrangement—viz., by the regimental paymaster, or by a staff officer of pensioners, as the case may be; but after the period fixed, the payments are to be made under the latter regulations only; care being taken that the certificate required is in every instance duly completed.—A.

The Officer Commanding. I have, &c. H. K. STORKS.

VICTORIA R. *W. O. Circ.*, 531A.

Medals without Gratuities.

WHEREAS by a Warrant under our Royal Sign Manual, bearing date the 13th day of April, 1854, in the seventeenth year of our reign, we declared our will and pleasure to be that, with the view of rewarding meritorious conduct, and of encouraging good conduct in others while serving, the commanding officer of every regiment in our service might annually recommend such individuals, while serving, as he should consider best entitled, by their coming within the conditions therein prescribed, to a gratuity when discharged, subject to certain limitations as to the amount to be annually awarded in each regiment, and that soldiers to whom such gratuity might be awarded should be entitled to wear a silver medal, having on one side the words "For long service and good conduct," and on the other side the Royal Arms, with the name and rank of the soldier:

And whereas it has been represented to us that it is expedient to extend the grant of such medals, without gratuities, to such soldiers as have fulfilled the conditions of our said recited warrant, but who are precluded from

becoming recipients of the medal with a gratuity, in consequence of the aggregate amount to be annually awarded being already appropriated, we do hereby declare our will and pleasure to be that the aforesaid medals, without gratuities, in addition to those already authorized by our Royal Warrant aforesaid with gratuities, shall be granted to such soldiers, whether serjeants, corporals, or privates, as may be selected for them, on the same conditions as regards the qualifications of the persons to be recommended, in the following proportion in each year, viz.:— Medals without Gratuities.

To each Cavalry Regiment and Battalion of the Military Train—Two.
To each Brigade of Royal Artillery—Three.
To every 900 men of the Royal Engineers—Three.
To each Infantry Regiment or Battalion—Three.

Non-commissioned officers and men who may be qualified before discharge shall be eligible to receive medals without gratuity, if recommended by their former commanding officers within three years after their discharge.

Non-commissioned officers on the permanent staff of the militia who were eligible previously to their discharge from the army for the medal with gratuity shall also be eligible to receive medals without gratuities, and no limit shall be placed on the grant as regards the date of discharge from the army in the case of men so serving. Their names are to be submitted by the officer commanding the militia regiment to which they may belong, who will prove their qualification by transmitting with the recommendation a statement of their army services, exemption from trial by court-martial, &c., according to the prescribed form, and certified by their former commanding officer.

The General Commanding in Chief will notify from time to time to our Principal Secretary of State for War the names of all those persons, including non-commissioned officers on the permanent staff of the militia, to whom medals without gratuities shall be awarded in pursuance of this our warrant, such notification to be made simultaneously with that directed to be made by our aforesaid Warrant of the 13th day of April, 1854, with regard to medals granted with gratuities, in order that a record of the same may be preserved in the office of our said Principal Secretary of State for War.—W.

Given at our Court at Windsor this sixteenth day of January, 1860, in the twenty-third year of our reign.

By Her Majesty's Command. SIDNEY HERBERT.

H. G. Circ. Mem., 22. AT HOME AND ABROAD. *4th April*, 1860.

COMMANDING officers of regiments are informed, with reference to the Royal Warrant of the 16th of January, 1860 (No. 531A), granting a limited annual award of medals *without* gratuities for "long service and good conduct," in addition to those authorized by previous warrant *with* gratuities, that the mode of application to the Adjutant General for the former is to be precisely the same as that for the latter, with the addition of a heading to the return prescribed, for showing the eligibility of candidates, of the words "Medals *without* Gratuity." Medals without Gratuities.

The applications for "medals *without* gratuity" for serjeants on the permanent staff of the militia are to be made to the Adjutant General according to the annexed form,* and are to be accompanied by a letter from the colonel or commanding officer of the regiment, stating that in each case the men's conduct and character while with the militia have continued such as to render them in every way worthy of the honourable reward for which they are recommended.—G. By Command. W. F. FORSTER, *Dep. Adj. Gen.*

* See Circular 583.

W. O. Circ., 583. *23d April*, 1860.

Medals without gratuities.

SIR,—Her Majesty having, by Warrant dated 16th January, 1860, under the Royal Sign Manual, declared it to be her pleasure that non-commissioned officers on the permanent staff of the militia who were eligible previously to discharge from the army for the medal with a gratuity shall also be eligible to receive the medal without a gratuity, as a reward for meritorious conduct, and that no limit shall be placed on the grant as regards the date of discharge from the army in the case of men so serving, I am directed by Mr. Secretary Herbert to inform you that, in order to obtain the medal for any such non-commissioned officer serving in the regiment under your command, a statement of his service in the army, &c., on the annexed form, should be transmitted by you to be certified by the officer commanding the regiment in which he previously served, if at home, or the depôt companies if abroad, and, when returned, forwarded to the Adjutant General, with a letter from you, stating that the man's conduct and character while in the militia have continued such as to render him in every way worthy of the honourable reward for which he has been recommended to the favourable consideration of His Royal Highness the General Commanding in Chief. I have, &c. DE GREY AND RIPON.

The Officer Commanding —— Regiment of Militia.

MEDALS WITHOUT GRATUITY.

—— *Regiment of Militia.*

REPORT of Soldier recommended for a Silver Medal *without* Gratuity for Good Conduct and Long Service, under the provisions of the Royal Warrant of the 16th January, 1860.

Head-quarters at —— this —— of ——, 18—.

Present Regimental Number, Name, and Rank.	Period of Service in each Rank.		Amount of Service.	
	From.	To.	Years	Days.
No. ——, Serjeant. Serjeant —— originally served in the —— Regiment as a Private, ... As Corporal, ... As Serjeant, ...				
	Total, . .			

Serjeant —— is now stationed at ——, and has not received, nor is he in possession of, either the medal, gratuity, or annuity granted under the Royal Warrant of 13th April, 1854, for long and meritorious service.

Signature, ——,
Colonel or Officer Commanding —— Militia.

I certify that the above is a correct statement of the line service of Serjeant ——, and that he was not convicted by a court-martial within the last *eighteen* years previous to his discharge (for cavalry *twenty-one* years).

To be signed by the Commanding Officer of the last Line Regiment (or, if abroad, the Depôt of the last Regiment) in which Serjeant —— served. } ——.

The above certificates to be in the handwriting of the officers furnishing *them.*—M.

H. G. Circ. Mem., 66. AT HOME AND ABROAD. *6th Sept.*, 1860.

MANY regiments and depôts having omitted to furnish the annual nominal return ordered by the Circular of 7th June, 1856, to be rendered to the military secretary, of casualties among officers, non-commissioned officers, and men appointed to the French order of the Legion of Honour, the General Commanding in Chief calls the attention of commanding officers to the omission in question, and desires it may be rectified by every corps in which it may have occurred. Legion of Honour.

These returns are now, and for the future, to be transmitted by regiments and depôts direct to the *Under Secretary of State for War*, instead of the military secretary.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 131. AT HOME AND ABROAD. *9th May*, 1861.

HIS Royal Highness the General Commanding in Chief has directed the annexed list of the respective prices of foreign decorations bestowed upon British troops to be promulgated for the information of commanding officers who may be called upon, in furtherance of a sentence by court-martial, to place soldiers under stoppages for pawning, or otherwise wilfully making away with, such honourable distinctions. Prices of Foreign Medals.

It is to be distinctly understood that this information is circulated for the above purpose only, and that His Royal Highness has no means of replacing a lost decoration bestowed by a Foreign Power, under whatever circumstances it may be missing.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

PRICE OF FOREIGN DECORATIONS BESTOWED ON BRITISH TROOPS.

	French Legion of Honour, ...	12*s.* 6*d.*
	French Crimean War Medal, ...	11*s.* 8*d.*
	Turkish do. do., ...	3*s.* 9*d.*
P.	Sardinian do. do., ...	4*s.* 10*d.*

VICTORIA R. *W. O. Circ.*, 728.

WHEREAS it has been represented to us that it is expedient to extend the provisions of that part of our Royal Warrant of the 16th day of January, 1860, which regulates the issue of medals for long service and good conduct, without gratuity, to non-commissioned officers and privates of our regular army, and to non-commissioned officers on the permanent staff of the militia, our will and pleasure is, that instead of the provisions contained in Clauses 3, 4, and 5 of the aforesaid warrant, which are hereby cancelled, the following shall be adopted:— Medals without Gratuities.

3. To each Regiment and Battalion of the Military Train—Two.
   To each Brigade of Royal Artillery—Three.
   To every 900 men of the Royal Engineers—Three.
   To each Infantry Regiment or Battalion—Three.

The soldiers to whom the above proportion of non-gratuity medals are to be awarded may include discharged non-commissioned officers and privates, if recommended by the commanding officers of their former corps within three years after their discharge, provided they were qualified at the time of their discharge to receive such medals.

Medals without Gratuities.

4. Non-commissioned officers and drummers on the permanent staff of the militia, who were eligible previously to their discharge from the army for the medal with gratuity shall be eligible to receive medals without gratuities in the proportion for each year of three for a regiment of 750 non-commissioned officers and men, and two for a regiment under that number; and no limit shall be placed on the grant as regards the date of discharge from the army in the case of men so serving. Their names are to be submitted to the General Commanding in Chief by the officer commanding the militia regiment to which they may belong, who will prove their qualification by transmitting, with the recommendation, a statement of their army services, exemption from trial by court martial, &c., according to the prescribed form, and certified by the commanding officers of their former corps. Staff serjeants and quarter-master serjeants of pension districts, barrack serjeants, recruiting district staff serjeants, staff clerks, and other pensioners employed under military control, in equally responsible appointments, shall also be eligible to receive medals without gratuities. Their names are to be submitted to the General Commanding in Chief by the staff officer of pensioners, if employed under him, or by their immediate military superior, as the case may be. But no person, whether employed on the permanent staff of the militia, or in any of the capacities above indicated, shall be eligible to receive a medal without gratuity until after the completion of not less than twelve months' service in any of these capacities.

5. The General Commanding in Chief will notify from time to time to our principal Secretary of State for War the names of all those persons, including non-commissioned officers and drummers on the permanent staff of the militia, and pensioners employed in any of the capacities above indicated, to whom medals without gratuities shall be awarded in pursuance of this our warrant, in order that a record of the same may be preserved in the office of our said Principal Secretary of State for War.—W.

Given at our Court at St James's this tenth day of December, 1861, in the twenty-fifth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

H. G. Circ. Mem., 192. AT HOME AND ABROAD. *25th March*, 1862.

Entries in Pocket Ledgers.

WITH reference to page 134, paragraph 75, Queen's Regulations, His Royal Highness the General Commanding in Chief is pleased to order that all medals and distinctions granted to soldiers in respect of war services, whether by the British or any Foreign Government, shall be entered in their pocket ledgers under the head of "Distinguished himself."

Commanding officers will cause the ledgers of men now serving to be filled up accordingly.—L.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

VICTORIA R. *W. O. Circ.*, 785.

Distinguished Conduct in Field.

WHEREAS, with a view to reward distinguished and meritorious service, and of promoting good conduct in our army, we have been pleased to declare that a certain fixed sum may be granted in annuities to serjeants in our service, and that the serjeants selected for the same shall be entitled to receive and wear a silver medal, bearing on one side the Royal Effigy and on the other the words "For Meritorious Service," the name and rank of the serjeant being inscribed thereon:

It is our royal will and pleasure that a silver medal, bearing on it the

words "For Distinguished Conduct in the Field," shall, in certain cases where specially recommended, be issued to serjeants with annuity, in lieu of the before-mentioned medal for "Meritorious Service" with annuity, subject, however, to the conditions and limitations now in force as to the grant of annuities. Distinguished Conduct in Field.

And, further, that a like medal be granted without annuity or gratuity to serjeants, corporals, and privates of our army, when specially recommended by the General Commanding in Chief, and approved by our Secretary of State for War, for individual acts of distinguished conduct in the field in any part of the world.—W.

Given at our Court at St. James's this thirtieth day of September, 1862, in the twenty-sixth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

H. G. Circ. Mem., 233. AT HOME AND ABROAD. 25*th Nov.*, 1862.

ADVERTING to the Royal Warrant No. 785, dated 30th September, 1862, the Field Marshal Commanding in Chief desires it may be distinctly understood that no retrospective action will be given to the warrant in question, so far as "distinguished conduct" medals without annuity or gratuity are concerned.—D. Distinguished Conduct in Field.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 833. 14*th Aug.*, 1863.

REFERRING to the War Office Circular No. 616, of the 3d of August, 1860, specifying the amounts which are to be charged to a soldier to replace medals wilfully made away with, or lost through carelessness or neglect, Earl de Grey and Ripon has directed that such stoppages should in future be made at the under-mentioned rates, viz:— Prices of British Medals.

	£	s.	d.
For a Crimean or China Medal,	0	7	0
For each Clasp,	0	1	0
For a Kaffir War Medal, or Medal for good conduct or distinguished service,	0	7	0
For a Medal granted for service in Pegu, Cabul, the Sutlej, Punjab, and Burmah campaigns,	0	9	3
For each Clasp,	0	1	1½
For a Medal granted for service in the campaign in Persia, or during the Indian Mutiny,	0	7	6
For each Clasp,	0	1	6
For a Victoria Cross,	1	4	0

It should be clearly understood that Her Majesty's Government cannot replace a medal or decoration granted by a Foreign Power.—P.

Officers Commanding. EDWARD LUGARD.

MEDICAL DEPARTMENT.

W. O. Circ., 49. 19*th Feb.*, 1857.

ALLOWANCE IN LIEU OF LODGINGS AND FUEL AND LIGHT TO OFFICERS OF THE MEDICAL STAFF AT HOME.

Lodging, Fuel, and Light Claims.

SIR,—1. The Secretary of State for War having decided that future claims for the commuted allowance in lieu of lodgings and fuel and light to officers of the medical staff at home should, like those for the same allowance to regimental officers, be transmitted monthly to the accountant general, War Office, Pall Mall, instead of being forwarded, as heretofore, to the general agent, Sir J. Kirkland, for payment, I have the honour to inform you thereof, and that all claims in respect of the above allowance accruing on and after the first of February, 1857, should be thus rendered on forms of the description annexed.

2. On these claims being examined and found correct, the general agent will be instructed to pay the same.

To ——. I have, &c. B. HAWES.

The Accountant General, War Office, Pall Mall,

To ——, of the Medical Staff, on account of the Commuted Allowance in lieu of Lodgings and Fuel and Light, while stationed at ——, during the Month of ——, 185—.

RANK and NAME.	PERIOD, both days inclusive.		Number of		Rate per Week.	AMOUNT.		
	From	To	Weeks.	Days.		£	s.	d.

I certify, upon honour, that during the whole of the above period for which the allowance in question is claimed, I have not been furnished with, and could not be accommodated in, a house, apartments, or quarters belonging to, or rented by Government, but that I actually provided lodgings at my own expense; and, further, that I am not in receipt of commuted fuel and light, detention, or any other allowance which would disentitle me to that now claimed.

Name, ——. Place, ——.
Rank, ——. Date, ——.

I certify that the above-named officer was not and could not be provided with public quarters; and, further, that neither fuel nor light has been issued to him in kind during the above period.

Approved, ——, ——, Barrack-master at ——.
Principal Medical Officer at the Station.

N.B.—This claim (rendered on a printed form, obtainable on application to the examiner of army accounts, War Office, Horse Guards), made up monthly, certified by the barrack-master, if there is one at the station, and approved by the principal medical officer, is to be transmitted to the accountant general, War Office, Pall Mall, London, marked in the upper left corner of the envelope or superscription, "Lodging Money."—A.

W. O. Circ., 404. *24th March*, 1859.

Former Service of Medical Officers.

THE Secretary of State for War having decided that in future, except under very special circumstances, no application for the restoration of former service will be entertained from any medical officer, who, having voluntarily resigned his commission, has subsequently been permitted to re-enter the army, the same is notified for the general information of the Medical Department of the army.—S. B. HAWES.

W. O. Circ., 605. *7th July*, 1860.

Medical Reports.

SIR,—With reference to the Circular Letter from this office, No. 555, dated 22d February last (6984—41), I am directed by Mr. Secretary Herbert to request that the medical officers in charge of every regiment or depôt may be supplied, as soon after the 31st December of each year as may be practicable, with the information contained in the forms hereto annexed.* A corresponding alteration will in future be made in the printed forms of the summary, C and D, of the ages and service of the men in the annual return furnished to the War Office by every regiment and depôt in the service on that head.—R. I have, &c. B. HAWES.

The Officer Commanding Regiments at home (exclusive of Depôt Companies), Depôt Companies at Home, and Service Companies Abroad.

H. G. Circ. Mem., 52. AT HOME AND ABROAD. *19th July*, 1860.

Care of Sick out of Hospital.

HIS Royal Highness the General Commanding in Chief desires, when regiments or detachments leave barracks which are not to be re-occupied, that the sick soldiers who are unable to accompany their corps may not be sent into billets, but that a suitable lodging be hired for their accommodation.—S. By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 633. HOME AND FOREIGN. *20th May*, 1861.

Hospital Diet, Extras.

SIR,—With reference to Section XVI., page 59, of the Medical Regulations of the 7th of October, 1859, prescribing a more liberal and much more varied class of diets for use in military hospitals, I am directed by the Secretary of State for War to inform you, with a view to remove a misunderstanding which appears to exist regarding the extent to which extras may be given with any of the diets in the scale, that it was in no way intended, by the concluding paragraph of Article 2 of the said section, to sanction the issue of *extra articles of food* to patients in hospital, in addition to the diet prescribed by the surgeon, as will appear obvious on referring to the diet forms printed at pages 222-225 of the regulations before mentioned.

The new scale of dietary, with its varied tables, containing different amounts of nourishment to meet the various requirements of the sick, was expressly designed to meet every ordinary case, without having recourse to additions or extras, and, previous to its adoption, underwent very careful consideration, and was approved by leading authorities in such matters, as not only containing considerable variety, but affording ample and sufficient nourishment for every ordinary requirement; and I am therefore to request that the administration of extras to patients on diet may in future be confined to wines, spirits, and malt liquors, and to add that, although no restric-

* 196 B; 197 B; 198 B.

Hospital Diet, Extras.

tion is or can be laid down, by regulation, as to the quantity to be given of such articles, Lord Herbert expects that prescribing surgeons will order no more than the state of their patients really requires, and that every economy compatible with the thorough well-being of the sick will be observed. Every case to which such extras are prescribed must be entered by the surgeon in the medical case book, and the amount of extras daily ordered, as well as the reasons for giving the same, also duly recorded therein, so that the inspecting medical officer may be enabled to satisfy himself as to the propriety and actual necessity of the issues.

In cases of emergency, or when men on admission into hospitals require nourishment before their names can be entered in the diet roll, or diets can be prepared for them, medical officers may order such articles as they deem necessary from the reserve store kept by the nurse or assistant wardmaster in general hospitals, and by the assistant steward in regimental hospitals; but it is to be understood that these orders are to be confined to the articles specified in the margin,* and enumerated in the form of daily abstract; and when extras of this description are ordered they are to be duly entered in the case book, as well as on the diet sheets, and the cause of emergency, &c., fully recorded in the former.

I am also to request that, when medical officers find it necessary, under Article 65 of the purveyor's regulations of 1st January, 1861, to prescribe medical comforts to sick women and children, the issues may be confined to the articles above specified, and that each of the cases in question may be duly entered in a medical case book, in the manner already directed for patients in hospital receiving extras.

I have, &c. B. HAWES.

To Officers Commanding, Military Medical Officers, and Purveyors.

H. G. Gen. Ord., 791. 1*st July*, 1861.

Medical Reports.

MUCH inconvenience having arisen from medical officers of districts and regiments making reports to the heads of their department, without placing the military officers in immediate command in possession of these reports, His Royal Highness the General Commanding in Chief, with the concurrence of the Secretary of State for War, is pleased to direct, that whenever medical officers conceive themselves called on to make reports upon, or to offer suggestions concerning, matters affecting the health of the troops, and sanitary condition of the locality in which they are stationed, to the head of the Medical Department, they shall furnish duplicates to the officer in immediate command.—R.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 713. HOME AND FOREIGN. 26*th Sept.*, 1861.

Hospital Diet, Extras.

SIR,—With reference to War Office Circular 683, of the 20th May last, I am directed to acquaint you that, with a view to provide for cases of sickness urgently requiring the administration, at short intervals, of more concentrated nourishment than is attainable by the scale of daily diets laid at page 60 of the Medical Regulations of the 7th October, 1859, the y of State for War has been pleased, on the recommendation of the eneral of the Army Medical Department, to approve of the addition icles named in the margin† to the list of extras embodied in the

* Arrow-root, sago, tea, sugar, bread, essence of beef, spirits, wine.
† Milk, eggs, oranges, or other inexpensive fruit.

circular in question, and to sanction their issue in emergent cases of disease, when deemed advisable and necessary by medical officers. Hospital Diet, Extra

It is to be understood, however, that these additional articles are only to be drawn as wanted; medical officers will, therefore, when the necessity arises, send special requisitions to the purveyor, and enter immediately thereafter the supplies so demanded against the patients' names on the diet sheets (War Office Form 1145).

I am at the same time to state, for the guidance of purveyors, that when beef tea is prescribed, it is to be prepared from fresh meat whenever practicable, and that the essence of beef, or preserved "meat juice" of the reserve store, is only to be used when fresh meat cannot at the time be procured.—H.

I am, &c. B. HAWES.

To Officers Commanding, Military Medical Officers, and Purveyors.

W. O. Circ., 778. HOME AND FOREIGN. *20th August*, 1862.

THE Secretary of State for War has decided that medical aid to all branches of the military service shall in future be governed by the Army Medical Regulations dated 7th October, 1859, and that Circular No. 70, dated 19th March, 1857, and all other previous regulations and orders on the subjects, shall be cancelled. Medical Attendance

This decision is notified for the information of staff and regimental officers, and the departments of the army; and in accordance therewith, from and after this date, all officers, as well as the members of the civil and military departments, will only be entitled to medical aid at the public expense when there is a military surgeon at the station, or a private medical practitioner in attendance, at contract rates, on troops, staff pensioners, or the permanent staff of militia regiments, and when their residences are situated within the radius of a mile from the principal army dispensary at the station, or such other point as may from time to time be fixed. No separate medical claims will be allowed for any of the individuals above named.—A.

EDWARD LUGARD.

H. G. Circ. Mem., 258. AT HOME AND ABROAD. *13th May*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief, in concurrence with the Secretary of State for War, is pleased to direct that hospital orderlies carrying bundles or parcels are not to leave the hospital without an authorized pass, which, in the absence of higher authority, is to be signed by the senior non-commissioned officer of the branch with which they are serving. Sentries will be instructed to stop all orderlies carrying bundles who are not furnished with passes as above ordered.—H. Orderlies Carrying Bundles, Sentries, &c

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W O. Circ., 834. *25th August*, 1863.

THE Secretary of State for War hereby cancels Circular No. 428, of the 24th May, 1859, and all other regulations at present in force respecting the rates of payment to be made by the War Office to civil surgeons who at foreign stations are specially placed in medical charge of troops or military invalids embarked in vessels other than contract mail packets, or vessels required, either by Act of Parliament or under the terms of the agreement with the Admiralty, to carry qualified surgeons. Civil Surgeons on Board Ship

The rates to be allowed for the future in such cases will be those laid down in the annexed scale, and the Secretary of State desires that it may be

Civil Surgeons on board Ship.

understood that a civil surgeon thus employed will have no claim to be provided with a passage back to the station at which he took over the medical charge of the troops, nor to any sum beyond the prescribed scale of remuneration.

The claims should invariably be made out and certified upon a form similar to that attached to the scale. EDWARD LUGARD.

Scale of Remuneration to Civil Surgeons attending upon Troops upon passage on board either Transports or Troop Ships.

INVALIDS.	Daily.
* Any number less than 5 Officers, Men, Women, or Children,	5*s.* 0*d.*
5 and under 10 ,, ,, ,, ,,	7*s.* 6*d.*
10 ,, 20 ,, ,, ,, ,,	10*s.* 0*d.*
20 ,, 30 ,, ,, ,, ,,	13*s.* 0*d.*

With 4*s.* per day additional for each further number of ten invalids; but in no case to exceed 50*s.* a day.

OTHER TROOPS.	Daily.
Under 20 Persons, Officers, Men, Women, and Children,	5*s.* 0*d.*
20 and under 50 ,, ,, ,, ,,	7*s.* 6*d.*
50 ,, 100 ,, ,, ,, ,,	12*s.* 0*d.*
100 ,, 200 ,, ,, ,, ,,	15*s.* 0*d.*
200 ,, 300 ,, ,, ,, ,,	18*s.* 0*d.*
300 ,, 400 ,, ,, ,, ,,	22*s.* 0*d.*

With 3*s.* per day additional for each further number of 100 persons; but in no case to exceed 50*s.* a day.

CERTIFICATE of the Number of Troops or other Persons in Medical Charge of Mr. ——, Surgeon on Board the ——, during the Month of ——, 18—.

186—. Month.	Numbers attended on each day. Troops.	Others.	Total.	Rate of Remuneration to which the Civil Surgeon is entitled for each Day, according to the Scale laid down in W. O. Circular.	Daily Amount of Remuneration. £ *s.* *d.*
Days.					
1					
2					
3					
4					
5					
6					
7					
And so on to 31st.				Total, . .	

We certify that the above men were embarked in a † —— state, and without a Government medical officer.

Signatures of { Transport Officer on Board, ——.
Military or other Commanding Officer, ——.
Civil Surgeon in Charge, ——.
Master of the Transport ‡ or Troop Ship, ——.

N.—This list is intended to contain the daily particulars for each month, must be filled up accordingly before transmission to the War Office.—C.

omen and children embarked with invalid troops are not to be reckoned in the to be paid for unless actually requiring medical attendance.
filled up with the words "Healthy" or "Sick."
aster is to sign only in cases in which there is no transport officer on board.

W. O. Circ., 849. HOME AND FOREIGN. *30th Jan.*, 1864.

Medical A Regulatio

THE annexed regulations, prescribing the conditions under which medical aid may be given to the sick wives and children of officers, non-commissioned officers, privates, and other persons entitled to such aid, having been approved by the Secretary of State for War, in concert with His Royal Highness the Field Marshal Commanding in Chief, are promulgated, for the information and guidance of officers commanding, medical officers, purveyors, and others. EDWARD LUGARD.

REGULATIONS *under which Medical Aid is to be given to Sick Wives and Children of Officers, Non-commissioned Officers, and Privates, and other Persons entitled to such Aid.*

I. As some misapprehension exists regarding the meaning of Sections XII. and XIII. of the Medical Regulations relative to the medical attendance, &c., to which sick women and children and other persons are entitled at the public expense, and as inattention to these regulations has in several instances led to irregular expenditure, it is necessary to call the attention of commanding and medical officers to the conditions under which medical aid is granted to the persons in question, and to direct that all parties concerned shall henceforth strictly observe the following rules :—

II. Medical aid will be given to persons entitled thereto where there is a military medical officer (or a civil practitioner employed at contract rates), provided the persons entitled reside within a radius of one mile of the staff dispensary, or of the hospital of the station, or of such other point as may from time to time be fixed by the Secretary of State for War. But attendance cannot be claimed for women in childbirth, in the case either of the wife of an officer or of any one entitled to medical aid, unless the assistance of a midwife or medical practitioner cannot possibly be procured.

III. The following are the persons so entitled to medical attendance and medicine :—

1. Wives, children, and servants of officers.
2. Wives and children of non-commissioned officers and privates having right to quarters in barracks.
3. Wives and children of officers and of non-commissioned officers employed in paying and superintending out-pensioners.
4. Wives and children of clerks, office keepers, orderlies, permanent labourers, and of other persons permanently employed in the military and civil departments of the army.

IV. Domestic servants requiring medical attendance and medicine must attend at the hospital at fixed hours, unless their illness is of such a nature as to prevent their doing so.

V. Neither medical attendance nor medicine can be claimed for the families of persons engaged in the civil departments of the army, unless a nominal list of the persons so employed, specifying their respective occupations, be furnished on the last day of each month to the principal medical officer of the station by the head of the department to which the persons belong.

VI. Families attended in their own quarters will receive necessary medicines, but (with the exception of the wives and children of non-commissioned officers and privates having a right to quarters in barracks) they will not be entitled to any articles of subsistence at the public expense, and no charges under this head will be allowed in future. The following are the only articles which may be issued as medical comforts to the wives and children of soldiers married with leave, and having a right to quarters in barracks,

ıdical Aid gulations.

viz.: port wine, brandy, arrowroot, and essence of beef. Each case receiving medical comforts must be invariably entered in the medical case book, otherwise the expense of the articles issued will be charged to the prescribing medical officer. Medical comforts given in such cases should be demanded daily from the purveyor on Form 1198, entered on the form of diet sheet printed at page 298.

VII. At several stations, hospitals for women and children have been provided, because the limited accommodation for married persons in barracks has rendered such hospitals necessary.

VIII. The only persons who have a claim to admission into these hospitals are the wives and children of non-commissioned officers and privates entitled to married quarters in barracks; and so long as such wives and children are under medical treatment in any such hospital, they will receive, at the public expense (in addition to medical attendance and medicine), such hospital diets as may be ordered for them by the medical officers, together with such of the articles of extras specified in Article XI., paragraph 2, below, as may be deemed necessary. Male children above ten (unless in very special cases) should not be admitted into hospitals for women and children.

IX. No persons, other than the wives and children of non-commissioned officers and privates entitled to married quarters in barracks, are entitled to admission into any of the said hospitals.

X. If in any female hospital there be vacant beds, and if the medical officer is of opinion that any of these beds might, without detriment to those for whom the accommodation was originally intended, be temporarily set apart for the use of the sick wives and children of persons not entitled by these regulations to admission into hospital, he may, with the approval of the officer commanding, admit any such case on payment of the usual hospital stoppage; but these persons would be subject to removal in the event of the bed being required for a case entitled to admission under the regulation.

XI. The following regulations are to be observed in female hospitals till complete arrangements can be made:—

1. At every station where a female hospital has been provided, a committee of officers may be appointed by the officer commanding at the station, who will have charge of the charitable fund connected with the institution, and will deal with all financial matters connected with it which may be referred to them.

A committee of ladies selected by the committee of officers will undertake the visitation of the hospital and the management of extra clothing supplied by the charitable fund. They will inquire into cases of distress brought to their notice, and will make thereon such suggestions to the committee of officers as may seem to them to be necessary.

The ladies' committee may appoint a sub-committee, of not fewer than three, to perform the duties hereinafter mentioned.

2. The medical officer attached to the hospital will take charge of all cases of sickness admitted therein, and also of lying-in women and their infants. He will prescribe medicines for them from the surgery stores, and order diets and medical comforts from the purveyor's stores (in conformity with existing regulations as to hospital diets and extras). The scale of hospital diets will be that prescribed at page 60 of the Medical Regulations;* in addition to which the following extras will be allowed:—Wines, spirits, malt liquors, arrowroot, sago, eggs, milk, tea, sugar, beef tea or essence of beef, oranges

* When beef tea diets are issued to children, 1 oz. of butter and vegetables may be added, at the direction of the medical officer; and when milk diets are prescribed as the most suitable for children who do not need meat or animal broth, 1 oz. of butter and 1 egg may be *given as extras*, if considered necessary.

and lemons; 4 oz. of oatmeal and 8 oz. of milk may also be issued on spoon diet in lieu of 2 oz. of arrowroot and 1 oz. of sugar. The cases for which extras are prescribed must be invariably entered in the medical case book by the medical officer, who will otherwise be held responsible for the cost of the issues. Medical A Regulatio

3. The purveyor will furnish female wards with the usual ward equipments; he will see that the bed and body linen of the patients is properly washed, and that the wards are warmed and lighted to the satisfaction of the medical officer.

4. The purveyor will discharge the same duties as to repairs in female hospitals as he does in military hospitals generally.

5. The medical officer is charged with the discipline over the patients in hospital.

6. A matron (who should, if possible, be competent to act as midwife) and one or more female nurses will be allowed to each hospital, on the requisition of the principal medical officer, made through the officer commanding to the Secretary of State for War, and will be appointed in the following manner:—

7. All applications and testimonials respecting candidates for the office of matron (who should be unmarried or a widow) will be transmitted through the officer commanding to the War Office by the ladies' committee, who will make the necessary inquiries as to character and ability, and report the result through the same channel to the Secretary of State for War.

The matron, when appointed, will engage her nurses and other assistants, and will be held responsible for their conduct. Matrons, nurses, &c., will receive from the purveyor such pay and allowances as may be sanctioned by the War Office.

Whenever it is practicable to do so, a preference should be given in these appointments to deserving widows of non-commissioned officers, if found to be as competent as other applicants.

Local committees might select widows or unmarried daughters of non-commissioned officers to be sent to King's College Hospital for training as midwives.

The offices of matron and midwife should, when practicable, be held by the same woman.

8. Matrons and nurses in female hospitals will obey any regulations respecting discipline and the proper discharge of their duties which may from time to time be issued for their guidance.

9. The matron or nurse shall receive and obey the medical officer's orders in all matters relating to the care and nursing of the sick; general management and cleanliness of wards; administration of diets and medicines, of enemas, &c.; cleanliness of the sick; the warming and ventilation of the wards; and shall render to him whatever aid he may require in the wards.

10. In the event of a nurse disobeying the directions of the medical officer, or being guilty of any improper conduct, the medical officer will bring the subject to the notice of the matron, who will see that the cause of complaint is immediately removed.

11. If the medical officer is not satisfied with the result of his representation to the matron, or if he is not satisfied with the manner in which the matron conducts herself or performs her duties, he will notify the specific case directly to the committee of ladies, who will immediately take such steps as they may consider necessary, reporting the same to the War Office through the officer commanding.

12. Reprimands, suspensions, or dismissals of nurses for neglect of duty or

dical Aid gulations.

for misconduct will proceed solely from the matron; and similar acts of discipline exercised on the matron will proceed direct from the ladies' committee.

13. When subscriptions have been raised for supplying articles for clothing, &c., to women and children while in the hospital, the sub-committee of ladies already mentioned will superintend the issue of such clothing, and the matron or nurse, as the case may be, will account to the sub-committee for all articles issued.

14. The ladies of the sub-committee will be entitled to visit the hospital daily at such times as the medical officer may appoint, and will also have the power at any other time of visiting patients who may specially send for any of them.

15. During such visits the ladies will not interfere with the treatment or nursing of the sick; but if any matter comes to their knowledge which in their estimation concerns the welfare of the patients, they will, if it refers to nursing duties, bring it to the notice of the matron, or if it concerns the matron herself, they will bring it before the ladies' committee.

16. Chaplains will have the power of visiting the sick at such times as may be arranged in concurrence with the medical officer in charge, and at other times when they are specially sent for by patients.

17. Friends of patients in hospital will be admitted at times appointed by the medical officer.

XII. At stations where no female hospitals are allowed, there will be no objection to the allotment of a room in barracks, if available, as a ward for the reception of such cases of sick women and children as it may be deemed expedient to remove from their quarters; and equipment and fuel and light will be provided for any such ward by the purveyor; but it is to be distinctly understood that under no circumstances will any expense for diet or nursing be admitted as a charge against the public.

EDWARD LUGARD.

STATION ——. Case Book, Vol. —, p. —. Month of ——, 186—.
Extra Sheet of ——.

Date.	Quantities to be entered in words.				Initial of Medical Officer (first time name in full).
	Arrow-root.	Brandy.	Port Wine.	Essence of Beef.	
	oz.	oz.	oz.		
1, . .					
2, . .					
3, . .					
4, . .					
5, . .					
6, . .					
7, . .					
And so on to 31st.					
Total, .					

I certify that the above extras were absolutely necessary for ——, under my medical treatment for ——.

——, Medical Officer.

I certify that —— is the —— of a soldier belonging to my regiment, who has been married with leave, and I approve of the issue of the extras above mentioned. Medical Regulati

——, *Officer Commanding.*

(This diet sheet to be sent to the purveyor at the end of the month, or earlier, if the necessity for the extras has ceased.)

W. O. Form, 1198.

Station, ——. Date, ——, 186—.

Required the following extras:—

Arrowroot, . .	—— ounces.*	Brandy, . .	—— ounces.
Essence of Beef, .	—— ¼-lb. tins.	Port Wine, .	—— ounces.

I certify that the above extras are absolutely necessary for ——, under my medical treatment for ——.

——, *Medical Officer.*

I certify that —— is the —— of a soldier belonging to my regiment, who has been married with leave, and that I approve of the above issue.

——, *Officer Commanding.*

The requisition to be made daily, but the commanding officer's certificate will be necessary only on the first and last requisition in each separate case under treatment.—A.

* Quantities in words.

MILITARY SETTLERS.

H. G. Gen. Ord., 833. 31*st Aug.*, 1863.

itish lumbia.

In reference to Memoranda dated 27th July, 1853, No. 624, and 7th November, 1856, No. 681, upon the subject of the acquisition of lands in the British colonies by military settlers, His Royal Highness the Field Marshal Commanding in Chief now publishes, for the information of the army, the annexed extract from a Proclamation, specifying the terms and conditions under which grants of land may be obtained by officers of Her Majesty's army and navy in the settlement of British Columbia.

By Command. James Yorke Scarlett, *Adj. Gen.*

Extract *from a Proclamation, dated 23d February*, 1863, *by* James Douglas, Esq., C.B., *Governor of British Columbia, respecting the terms and conditions under which grants of land may be obtained in that colony by military and naval officers in Her Majesty's service.*

"III. From and after the date hereof, military and naval officers in Her Majesty's service, of the rank hereinafter specified, or of the ranks respectively relative thereto, who shall, with the view of actually settling and residing thereon, take up any unoccupied and unsurveyed country lands in British Columbia, shall, subject as hereinafter is mentioned, and upon the production of the certificate hereinafter also mentioned, be entitled, without pay, to free grants of such lands in the amounts and in manner following, that is to say:—

					Acres.
"Field Officers of	25 years' service,	in the whole,		. .	600
" Do.	20	do.	do.	. .	500
" Do.	15	do.	do.	. .	400
"Captains,	20	do.	and upwards, in the whole,		400
" Do.	15 years' service or less, in the whole,			.	300
"Subalterns,	20 years' service and upwards, in the whole,				300
" Do.	7	do.	do.	do. .	200

"IV. Every person desiring to take advantage of the privileges accorded by this Act shall, before obtaining any of the same, produce to and leave with the chief commissioner of lands and works for British Columbia, a certificate from the General Commanding in Chief in England, or from the Office of the Lords Commissioners of the Admiralty, showing that the settlement of the said person in a British colony has been duly sanctioned, and showing also the rank and length of service of such person, but nothing herein contained shall entitle any person to any of the grants aforesaid, except such person shall, at the time of actually settling or residing upon and recording such country lands, be either on half-pay or full pay; unless the person settling shall have quitted the service for the purpose of settling in a British colony.

"V. Every person who shall have so quitted the service for the purpose of settling as aforesaid, shall, before being entitled to the privileges afforded by this Act, obtain a statement by the proper authority, to be made in one of the offices aforesaid, and upon his certificate aforesaid, of the date of his retirement from the army or navy, for the purpose aforesaid.

"VI. Every officer, who shall have conformed to the regulations aforesaid, shall present his certificate to the governor for the time being aforesaid,

within one year from the date of his retirement aforesaid; and in default thereof shall cease to be entitled to any of the privileges afforded by this Act. British Columbia

"VII. Provided always that every person availing himself of the privileges of this Act shall not be entitled to a grant of the land sought to be acquired under this Act, until he shall have obtained, from the governor for the time being of British Columbia, a certificate that he has been a *bonâ fide* settler in British Columbia for the space of two years, actually resident on the lands sought to be acquired.

"VIII. Provided that, until such person shall have obtained a grant as aforesaid, he shall be entitled to a location ticket, to be issued to him by the chief commissioner of lands and works for British Columbia.

"IX. Provided that, unless the person holding such location ticket shall obtain a grant of the land in respect of which such location ticket shall have been granted within twelve months from the expiration of the said term of two years, the land, in respect of which such location ticket shall have been granted, shall absolutely revert to the Crown, and be capable of being sold, pre-empted, or granted *de novo*.

"X. Provided that no location ticket shall be granted, or free grant made, unless the particular land to be included therein shall have been claimed specifically within two years from the date of such certificate from the offices aforesaid.

"XI. Provided that the land in respect of which such free grant shall have been sought shall not be transferable until a grant thereof as aforesaid shall have been made thereof.

"XII. Provided that the governor for the time being of British Columbia may, in case of the death of the person entitled to the privileges aforesaid, before a grant of the land aforesaid, by any writing under his hand, confer the benefit of the privileges aforesaid, to such child or children, or other relative of the person entitled to such remission, as he may think proper.

"XIII. Provided that such child or children, or other relative, shall enjoy the right to such privileges to the same extent, and subject to the same conditions, as the person dying would have done had he lived.

"XIV. Provided that every location ticket and grant as aforesaid shall provide for the usual reservation of all public rights.

"XV. Provided that no free grant of town or suburban lots or lands in the colony shall be made under this Act.

"XVI. Provided also that every person entitled to avail himself of the privileges of this Act shall enter into possession and residence upon, and stake out, and record with the nearest magistrate, the boundaries, plan, position, and particulars of the land in respect of which he seeks to obtain a free grant, in the same manner as the record of a pre-emption claim under the registry law in that behalf, or as near thereto as may be. All lands, of which grants shall be claimed under this Act, shall be taken in one block, and not otherwise.

"XVII. This Act may be cited as the 'Military and Naval Settler's Act, 1863.'"—B.

H. G. Gen. Ord., 849. *14th July*, 1864.

His Royal Highness the Field Marshal Commanding in Chief, in reference to General Order dated 27th July, 1853, No. 624, has now to notify to the army that, by recent enactments of the local legislature of New Zealand, the privileges heretofore enjoyed by military and naval officers in the acquisition of lands in that colony are abrogated, in so far as regards the provinces of Wellington, Hawke's Bay, and Marlborough.—N. New Zealand.

By Command. James Yorke Scarlett, *Adj. Gen.*

MILITARY STORE DEPARTMENT.

W. O. Circ., 139. 15*th Sept.*, 1857.

Passage Allowances and Baggage.

THE recent re-organization of the store service having made the members of it liable to removal from one station to another, as the public service may require, and the Secretary of State for War having had under consideration the question of the pecuniary allowance which it will be proper to grant to the officers upon compulsory change of station, his Lordship has been pleased to approve of the following regulations being adopted:—

Every officer who shall have entered the service since its re-organization on 1st January, 1857, will only be entitled to the ordinary travelling and passage allowances granted under existing regulations.

Every officer who entered the service before the above date will, as a special favour, receive the following allowances, viz.:—

A free passage (subject to the regulated charges for messing) and travelling expenses for his wife and children, the charge against the public, in each case, to be governed by the regulations that are applicable to the officer himself.

In addition to the quantity of baggage allotted by regulations according to his rank, he will be allowed,—

For his wife and children under 14 years of age, . .	6 cwt.
For each child exceeding 14 years of age, ...	½ ,,

He will also be entitled to have his furniture conveyed at the public expense, according to the following scale:—

For an officer above the *comparative* rank of Captain, an allowance not exceeding	3 tons, or 300 cubic feet.
For his wife, an allowance not exceeding . . .	1 ton, or 100 cubic feet.
For his children, ...	1 ton, or 100 cubic feet.
For an officer of the *comparative* rank of Captain, an allowance not exceeding	2 tons.
For his wife, an allowance not exceeding . . .	⅔ of a ton.
For his children, ...	⅔ of a ton.
For an officer of the *comparative* rank of Subaltern, an allowance not exceeding	1½ tons.
For his wife, an allowance not exceeding . . .	½ a ton.
For his children, ...	½ a ton.

The furniture and baggage are to be conveyed by the cheapest mode that can be procured. A declaration to this effect is to be made by the officer on his bill of expenses, and accompanied by receipts, showing the weight or measure of the articles, and of the charge for carriage.

The vessels of the department, at home stations, are to be used for the conveyance of the baggage and furniture, &c., of officers, when opportunities of doing so occur without inconvenience to the public service, and applications should be made to the director of stores for this service to be performed.—A.B.

J. R. GODLEY.

The Senior Military Store Officer at ——.

W. O. Circ., 275. *25th June*, 1858.

THE Secretary of State for War has decided that all persons appointed subsequently to this date to be armourers in the Military Store Department shall be designated "Armourers" and "Assistant Armourers" respectively, and shall receive the following rates of pay and allowances, viz.:— Armourers

Armourers, pay at the rate of 6*s.*, and assistant armourers at the rate of 4*s.* 6*d.* per diem, for six days in the week, at home and foreign stations.

At *home stations*, when accommodated in quarters, armourers are to pay rent for them at the rate of 2*s.* 6*d.* per week, and assistant armourers at 2*s.*

At *foreign stations*, quarters, or, in lieu thereof, lodging money, at the rate prescribed in Section 1, Class 12, of the Regulations of 31st December, 1851 (c. A.—386), will be allowed to armourers, and at that laid down in Section 2, Class 12, to assistant armourers. Armourers and assistant armourers will receive fuel and light for one room, and a ration of provisions, on account of which the regulated stoppage of 3½*d.* per diem will be deducted.

This order does not apply to persons already in the department whose pay and allowances exceed the rates above specified: such persons will continue in the receipt of their present pay and allowances.—A.

B. HAWES.

W. O. Circ., 407. *31st March*, 1859.

SECRETARY MAJOR GENERAL PEEL, having had under consideration the subject of leave for the officers and clerks employed in the Military Store service, has decided that in future thirty days' leave of absence shall be allowed to all military store officers and established clerks, and twenty-four days to all temporary clerks, to include all absence throughout the year, from 1st January to 31st December, whether for sickness or any other cause. Established clerks must have completed six months' service, and temporary clerks twelve months' service, before they can become entitled to the grant of any leave. Leave of Absence.

The grant of such leave of absence to all must depend, as at present, upon the state of business in the offices in which they are employed, and be subject to the approval of the director of stores on home service, and of the general officer commanding abroad.—A.

B. HAWES.

VICTORIA R. *Circ.* 689.

WHEREAS our Secretary of State for War has submitted to us a proposal for the re-organization of that portion of the civil establishment of our army known as the Military Store Department, and for placing it upon a footing similar to that of the other departments attached to our army; and whereas we are pleased to approve of the same, it is our will and pleasure, that from and after the first day of April instant our Warrant dated the twenty-fifth day of February, one thousand eight hundred and fifty-seven, in the twentieth year of our reign, relating to the said department, shall be cancelled, and the following rules be established for the future admission, promotion, and retirement, and for the pay, half-pay, retired pay, relativ rank, and allowances of the officers of our said department. Royal Warrant.

2. The duties of our Military Store Department shall be directed and superintended by the director of stores, acting under orders from our Secretary of State for War.

3. It is our will and pleasure that the officers of our Military Store Department shall hereafter hold commissions under our sign manual. The

Royal Warrant.

age of admission, as a general rule, shall be between eighteen and twenty-three years, subject to passing an examination by our civil service commissioners in such subjects as our Secretary of State for War for the time being shall think expedient; nevertheless, our Secretary of State for War may, with the concurrence of the General Commanding in Chief of our army, recommend to us for commissions in the said department any officers now serving in our army, or other person, who shall have passed through the usual course of study in our Military College of Sandhurst, such officers and others not being above twenty-five years of age.

4. The officers of our Military Store Department shall bear the designations and hold relative rank in our army as follows:—

Principal Superintendent of Stores to rank as . .	Colonel.
Superintendent of Stores ,, . .	Lieut. Col.
and, after five years' service on full pay in that rank, as	Colonel.
Deputy Superintendent of Stores to rank as . .	Major.
Assistant ,, ,, ,, . .	Captain.
Deputy Assistant ,, ,, . .	Lieutenant.

5. Such relative rank shall carry with it all precedence and advantages attaching to the rank with which it corresponds (except as regards the presidency of courts-martial); and the quarters and military allowances, and also prize money, pensions for wounds, and allowances to widows and families of officers of our said department, shall be regulated accordingly.

6. In promoting from one rank to another, due weight is to be given to the claims of officers on the score of long and faithful service, but the primary ground of advancement in the service will be personal merit, as evinced by zeal, ability, and general good conduct.

7. The rates of pay of the different ranks of officers shall be regulated according to the following

Scale of Full, Half, and Retired Pay.

Rank.	Ordinary Full Pay. On attaining the Rank.			After Five Years' Service on Full Pay in the Rank.			After Ten Years' Service on Full Pay.			Charge Pay per Day.			Half-Pay.			Retired Pay.			Length of Full Pay Service to give a claim to Retirement.	Age at which, in the absence of exceptional circumstances, Retirement shall be compulsory.
	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	Years	Years
Principal Superintendent of Stores . .	2	4	0		..			..			..		1	2	0	1	13	0	30	65
Superintendent of Stores	1	10	0		..			..		0	7	6	0	15	0	1	2	6	30	60
Deputy Superintendent of Stores . . .	1	0	0	1	4	0		..		0	5	0	0	12	0	0	18	0	30	60
Assistant Superintendent of Stores . .	0	13	6	0	16	6		..		0	3	6	0	8	3	0	12	3	30	60
Deputy Assistant Superintendent of Stores .	0	5	6	0	8	0	0	10	6	0	2	6	0	5	3	0	7	6	30	60

8. The senior military store officer serving with an army in the field shall receive a special rate of pay proportionate to the magnitude of the charge.

9. Officers serving on the western coast of Africa shall receive double

ordinary pay while at the station, and be allowed to reckon every two years' service as three for increase of pay and retirement. Royal Warrant

10. No increase of pay shall be given for length of service, except upon the certificate of the director of stores that the officer has served the prescribed period, and has performed his duties with zeal and ability.

11. Officers shall be permitted to draw the usual allowances of their rank, and if horses are required for the efficient performance of their duties, shall receive forage for such number as may be necessary.

12. Officers upon whom may devolve the charge of a station, in consequence of the absence of their superior, shall be permitted to draw the allowances of the rank next above their own, and receive the charge pay of such rank from the date of receiving responsible charge until the re-transfer be effected.

13. Any officer removed from full pay in consequence of a reduction of establishment, or from any other cause (except misconduct), shall be entitled to the rate of half-pay prescribed for his rank in the above schedule; but after thirty years' full pay service, he shall, in lieu of superannuation allowance, be granted a retired pay, according to the rate also prescribed in the schedule referred to.

14. In the absence of exceptional circumstances, retirements shall be compulsory at the age of sixty-five years for principal superintendents of stores, and at sixty years for officers of the other ranks.

15. Officers now serving, who may be in the receipt of higher rates of pay than are provided for in the above scale, shall continue to receive such higher rates until, by the increase accruing from length of service, or by promotion or other causes, they become entitled under these regulations to an equal amount; and any officer now serving abroad who may, under existing regulations, be in the receipt of foreign pay which under this our Warrant is abolished shall continue, under the above limitations, to draw such foreign pay until, in the ordinary course of duty, he shall be removed to other stations at which under present regulations he would not continue to be entitled thereto.

16. Any officer on the present establishment, *not being below the rank of deputy military storekeeper*, who may prefer retaining his present position and superannuation allowances to accepting commissions under the conditions of this Warrant, shall have the option of doing so.

17. A roster shall be observed of home and foreign service, which shall not be departed from except in cases of manifest advantage to our service. Those officers who entered the service before the 1st of January, 1857, shall continue in possession of the advantages which they enjoy, under existing regulations, in respect to the conveyance of their families and baggage on removal from one station to another, either at home or abroad.

18. On any reduction of the establishment, the junior of each rank respectively shall, as a rule, be first reduced; and, on restoration to full pay, the senior officers on the reduced list shall be first restored. This rule shall not be departed from except in cases of manifest advantage to our service.

19. With a view of relieving the officers of the department from a portion of the mere clerical duty, and of affording them opportunities of acquiring a full and practical knowledge of the various descriptions of stores and proportions of munitions required for the several kinds of arms used in our service, and also of holding out a boon to deserving non-commissioned officers of our army, it is our will and pleasure to establish a subordinate class of clerks, to be selected from pensioners of our army, as a reward for steadiness of character and good conduct whilst serving as soldiers, the said clerks to

Royal Warrant.

be designated "Military Store Clerks," and to be divided into classes, with rates of pay and relative rank, as under:—

First class pay	4*s.* 6*d.*	a day,	to rank as	serjeant major.
Second ,,	4*s.*	,,	,,	serjeants.
Third ,,	3*s.* 6*d.*	,,	,,	serjeants.

And such clerks serving at foreign stations shall be entitled to the military allowances of their respective ranks.—W.

Given at our Court at St. James's this twenty-third day of April, 1861, in the twenty-fourth year of our reign.

By Her Majesty's Command. HERBERT.

W. O. Circ., 690. HOME AND FOREIGN. 12*th June*, 1861.

Regulations.

1. I AM directed by Lord Herbert to transmit, for your information and guidance, the accompanying Royal Warrant for the re-organization of the Military Store Department, granted by Her Majesty, with a view to increase the efficiency of the service, and to improve the position of the officers.

2. I am to state that the warrant is to take effect from the 1st day of April last, and that the pay of each officer falling under it is to be adjusted from that date in accordance with the scale prescribed in Article 7 of the warrant, subject to the exceptions provided for in Article 15. In addition to such pay, each officer serving at home stations, who accepts a commission under this warrant, will be entitled to servant allowance at one shilling a day, under the regulations established in Circular No. 193. This allowance will also be paid from 1st April.

3. In lieu of the rates of house rent prescribed in Schedule B. of the Royal Warrant of 28th February, 1857, officers of the Military Store Department will hereafter be entitled to the same rate of lodging money as is authorized by the regulations for other officers of corresponding rank serving on the staff, viz.:—

Principal Superintendent of Stores, ...	5*s.* 6*d.* a day.
Superintendent of Stores after five years' service, .	5*s.* 6*d.* a day.
Superintendent of Stores under five years' service,	4*s.* 6*d.* ,,
Deputy Superintendent of Stores, ...	4*s.* 6*d.* ,,
Assistant Superintendent of Stores, ...	3*s.* 0*d.* ,,
Deputy Assistant Superintendent of Stores, . .	2*s.* 3*d.* ,,

4. Officers who may be in the occupation of public quarters will be entitled to the usual issues of fuel and light fixed for other officers of their rank, or to a commuted allowance in lieu. This allowance, and all other allowances of a local nature, will, in accordance with the practice of the service, be admitted from the date of this circular at home stations, and from the promulgation of the warrant in the several commands abroad.

5. The officers of the department will also become entitled to pensions for wounds, and, in case of death, pensions will be granted to their widows and compassionate allowances to their children, agreeably to the scales laid down for the families of other officers of the same relative rank in Royal Warrants of 15th June, 1855, and 18th July, 1857.

6. Upon an officer completing a period of service entitling him, under the provisions of this warrant, to an increase of pay, application for such additional pay should be addressed to the Under Secretary of State for War.

7. As Clause No. 16 of the warrant permits officers, *not being below the rank of deputy superintendents of stores*, the option of accepting commissions

under this warrant, with the attendant advantages, or of continuing in their present position, such officers, serving at home, who may prefer the latter course, are to communicate their wishes within one month from the date hereof, and such as are serving abroad, within one month from the receipt of this warrant in the respective commands. Regulation

8. Commissions will be immediately prepared, to bear date respectively from the day on which the several officers entered their present classes, and the officers will hereafter take rank and precedence accordingly. Upon the commission of each officer being gazetted, he will be required to pay the amount of the stamp duty thereon; at home, to the senior officer of the department at the station; and abroad, into the Treasury chest through the military accountant.

9. Candidates for commissions in the Military Store Department, with the exceptions provided for in Clause 3 of the warrant, will in future be required to pass an examination, to the satisfaction of the civil service commissioners, in the following subjects, viz.:—

English Composition.	Handwriting.
Latin, or one Modern Language (French or German).	Arithmetic.
Elements of History.	Algebra to Simple Equations, and
Geography.	The first six Books of Euclid.

10. It is expected that all military store officers will avail themselves of the advantages proposed to be given them under the provisions of Clause 19 of the warrant, and that they will, by sedulous attention in the discharge of their duties, acquire a full and practical knowledge, not only of the various descriptions and proportions of military stores and munitions of war required for the several services, but also of the nature and qualities of the materials of which such stores and munitions are composed. It is only by these means that an efficient and intelligent body of officers can be formed, and it is desired that officers in charge will, so far as is consistent with the discharge of the current duties of the department, afford those serving under them all the opportunities in their power for acquiring this knowledge, and also encourage them in its pursuit. With reference to this subject, particular attention is directed to the following extract from Circular No. 499:—

"2. I am to refer in particular to the 18th Clause of the 'Regulations' for the inspectors of warlike stores and fire-masters, relative to the series of patterns and drawings of new and altered stores, which from time to time will be placed in your charge; and to desire that the military store officers, and clerks belonging to the department under your charge, will make themselves thoroughly acquainted with all changes in these and other descriptions of stores, especially such as constitute the munitions of war, so as to be perfectly familiar with the latest patterns.

"3. It is to be understood that this knowledge must not be superficial, but of that practical and minute character which will enable them to give the fullest detail of the different uses and services to which the various kinds of stores may be applied, and to distinguish clearly such as have become obsolete from those which are still current in the service.

"4. The Secretary of State for War desires that you will impress upon the officers serving under you that, as military store officers, their future advancement will much depend upon the extent and accuracy of their acquaintance with these important particulars, and their general knowledge of the regulations which govern the duties of their department.

"5. This practical knowledge is the more imperative as the officers of the military store service will in future accompany the army to the field, in the place of the commissaries of the Field Train Department."

Regulations.

11. A note and remark book is to be kept, recording in detail the information referred to in Paragraph 10, which book the director of stores will periodically call for and examine.

12. All deputy assistant superintendents of stores are to undergo an examination, touching their practical knowledge, previously to being reported fit for promotion.

13. Officers in charge of departments abroad where temporary clerks are now employed will, with the sanction of the general or other officer commanding the troops, communicate with commanding officers of regiments, for the purpose of ascertaining whether there are any non-commissioned officers or soldiers who have completed their period of service, entitling them to a pension, and who can be recommended as in all respects fit for a military store clerkship. If such be found, they should be required to pass the examination prescribed for military staff clerks in Circular No. 321, and the result, together with the examination papers, forwarded for the consideration and orders of the Secretary of State.

14. Lord Herbert, with the concurrence of the Lords of the Treasury, relying on the zeal and integrity of the officers of the department, has been pleased to dispense in future with the security bonds heretofore given by officers in charge, except in the case of any officers who, under Clause 16 of the warrant, may decline to accept commissions. The bonds entered into on behalf of officers by the British Guarantee Society will be allowed to expire, but the officers will be required to repay premiums which may have been advanced by the department in renewal of such bonds.

15. In the case of the death of any of the officers of the department, either at home or abroad, the settlement of their effects and credits will be governed by the regulations prescribed by Article 31 of the Articles of War.

16. Confidential reports, in the annexed forms, are to be transmitted half-yearly.

B. HAWES.

The Officers of the Military Store Department.

CONFIDENTIAL REPORT on Mr. ——, the Senior Military Store Officer at ——, dated at ——, 1st April or 1st Oct., 18—.

Age.	State of Health.	Date of present Commission.	Former Commissions or Appointments, with Dates.	Pay.	House, or Allowance in lieu.	Other Allowances.

1. How many days has he been absent during the last six months; —— sick, —— leave?

2. Are the stores in his charge well arranged and cared for, and are the proper proportions maintained?

3. Does he show a thorough knowledge of the nature and use of the
ler his charge, as well as of the latest patterns and improve-
same?
maintain proper discipline in the department?
act cordially with the officers of the various services?
support his position as an officer, both in his official and
ity?
evince intelligence, zeal, and activity in the discharge of

8. State, in general terms, your opinion of him as a public servant. Regulations
9. Is he in all respects fully qualified for promotion to a higher rank in his department?

(*To be signed by the Officer Commanding the troops.*)

CONFIDENTIAL REPORT on Mr. ——, at ——, dated at ——, 1st April or 1st Oct., 18—.

Age.	State of Health.	Date of present Commission.	Former Commissions or Appointments, with Dates.	Pay.	House, or Allowance in lieu.	Other Allowances.

1. Is he punctual in attendance to the official hours?
2. How many days has he been absent during the last six months; ——, sick, —— leave?
3. Does he maintain and support his position as an officer, both in his official and private capacity?
4. Has he acquired a thorough knowledge of the duties of the department?
5. Does he evince intelligence, zeal, and activity in the discharge of his duties?
6. State what knowledge he possesses of the several stores and munitions of war, together with their proportions, as supplied to the different equipments, including—

Guns and ammunition, shot, shell, fuses, and all combustible stores. Carriages, field, garrison, and naval, with their side arms. Harness and saddlery. Camp equipage and intrenching tools. Barrack and hospital stores. Small arms and accoutrements. Clothing and necessaries.

7. Does he keep the note book prescribed by Circular No. 690 in a satisfactory manner, and have you inspected it from time to time?
8. Is he acquainted with the duties which would devolve upon him were he attached to an army in the field, and does he know the departments from or through which demands would be made when on active service?
9. If a deputy assistant superintendent of stores, has he undergone the examination alluded to in Circular No. 690?
10. State, in general terms, your opinion of him as a military store officer.
11. Is he in all respects fit for promotion to the rank above him?—R.

(*To be signed by the Senior Military Store Officer.*)

W. O. Circ., 705. *15th Aug.*, 1861.

WITH reference to Article 19 of Royal Warrant dated 23d April, 1861, Circular 689, the following regulations in regard to the qualifications, &c., of candidates for military store clerkships have been approved by the Secretary of State for War. Clerks.

1. All candidates must be permanent or deferred pensioned non-commissioned officers from the army.
2. They must not exceed 45 years of age, or be retained after 60 years of age.

Clerks.

3. They must be of good character.

4. Prior to appointment, they must be examined by a medical officer in regard to their physical fitness, and also pass a satisfactory examination in the following subjects before a military store or other officer, nominated by the Secretary of State.

I. A good clear handwriting.

II. A knowledge of the ordinary rules of arithmetic, including fractions, with quickness at figures.

III. Writing from dictation, and writing an original letter with ease and correctness.

Such candidates as are nominated by the Secretary of State, and found to be qualified in accordance with the foregoing regulations, will be placed on probation in the third class, and receive pay at the rate of 3*s.* 6*d.* a day, in addition to pension, and if reported upon at the end of three months' service as fit, will then be confirmed in their appointment.

All applications are to be accompanied by testimonials, and should be addressed to the Under Secretary of State for War, War Office, Pall Mall.—C.

EDWARD LUGARD.

W. O. Circ., 751. HOME AND FOREIGN. 31*st March*, 1862.

Clerks.

THE Secretary of State for War, being desirous of ascertaining the qualifications and conduct of the pensioners appointed to the situation of military store clerks, and their comparative fitness for promotion as vacancies occur, I am to desire that confidential reports, in the form (W. O. F. 1152) respecting them, may be transmitted on the 1st April and 1st October in each year.

Should there be more than one military store clerk at a station, a list of their names, arranged according to their order of merit, is to accompany the confidential reports.—C.

To Military Store Officers in Charge. J. CRAWFORD CAFFIN.

MILITIA.

W. O. Circ., 32. *17th Jan.*, 1857

Leave of Absence to Adjutants.

SIR,—Lord Panmure having had under his consideration the subject of leave of absence to adjutants of militia, with reference to their duties as acting paymasters, I am directed by his Lordship to request that in every case in which leave of absence is applied for by an adjutant, he should be required to propose the name of a person who will undertake to perform his duties during such absence; and before any such substitute is sanctioned, it must be ascertained, by reference to this department, that the accounts of the regiment then due are all rendered and in a satisfactory state.—A.

To Colonels of —— Militia. I have, &c. B. HAWES.

W. O. Circ., 57. *24th Feb.*, 1857.

Lodging Allowance, Adjutant and Quarte master.

SIR,—I am directed by Lord Panmure to inform you, that as the commissioned quarter-masters of militia corps who are serving on the permanent staff are not provided with quarters by the public, his Lordship approves of their being allowed 8*s.* a week as lodging money, provided they are not furnished with quarters by the county.

The allowance may therefore be issued to the quarter-master of the regiment under your command from the date of its disembodiment, if then holding the commission; but should he have been commissioned subsequently, only from that of his joining the head-quarters of the permanent staff.

This 8*s.* a week, like the 10*s.* granted to the adjutant, is to be viewed as covering both lodging money and fuel and light, and should be charged in the disembodied pay list up to the 31st of December last, and thenceforward claimed direct from the accountant general, War Office, Pall Mall, in the monthly account for the combined allowance in lieu of quarters and fuel and light for the other members of the disembodied staff.—A.

I have, &c. B. HAWES.

The Officer Commanding —— Regiment of Militia.

W. O. Circ., 85. *3d April*, 1857.

Fuel and Light.

SIR,—The counties in England and Scotland, and not the public, being legally liable during the disembodied state of the militia to defray the expense necessarily incurred for fuel and light, not only for the county stores, but also for the orderly and guard rooms within the same, I am directed by Lord Panmure to inform you that the only claims for fuel and light allowance to be transmitted to the accountant general, War Office, Pall Mall, for examination and allowance, are those of the non-commissioned officers, &c., of the permanent staff, if residing in quarters within those stores, at the rates fixed by the Order of the 14th of March, 1854, $\frac{W.}{295}$, viz.:—

	Summer. May to Oct. Per Diem.	Winter. Nov. to April. Per Diem.
Serjeant major and quarter-master serjeant,	1½*d.*	2½*d.*
Paymaster serjeant and all other ranks,	0¾*d.*	1*d.*

A. I have, &c. B. HAWES.

To Commanding *Officers of Disembodied* Militia.

W. O. Circ., 137. 12*th Sept.*, 1857.

ecruiting r.

SIR,—With reference to the paragraph in the Circular Letter dated 15th August, 1857, respecting the conducting of the recruits raised by the permanent staff of the militia to their destination, I am directed by the Secretary of State for War to acquaint you that such recruits are to be conducted by the serjeants of the permanent staff to the head-quarters of the recruiting district, receiving the usual allowance for such duty.—R.

To the Adjutant, —— Militia. I am, &c. J. R. GODLEY.

W. O. Circ., 168. DISEMBODIED MILITIA. 2*d Nov.*, 1857.

uties in bsence of olonel.

SIR,—Much inconvenience having arisen in several instances in consequence of colonels of militia regiments leaving the vicinity of the head-quarters of their respective corps without making arrangements with their adjutants for the receipt of the requisite funds for regimental purposes, I am directed by Lord Panmure, with a view to obviate such inconvenience in future, to request your particular attention to the several articles of the Militia Regulations of the 1st of September, 1854, under the head of "Bills." And in the event of your leaving Great Britain, I am further to request that the provisions of the Acts specified in the margin,* in respect to such absence, may on all occasions be duly carried out.—A.

The Colonel, —— Militia. I have, &c. B. HAWES.

W. O. Circ., 206. 28*th Jan.*, 1858.

[*The second paragraph of this Circular not applicable to Embodied Corps.*]

nrolment Pen-oners.

SIR,—It being deemed inexpedient to enrol as volunteers in the militia, pensioners from the regular army, except for the purpose of filling some particular situation during embodiment for which the ordinary volunteers may not be sufficiently qualified, I am directed by Lord Panmure to acquaint you that in future no pensioner should be enrolled in the regiment under your command without the previous sanction of the Secretary of State for War, and that the application for such sanction should be accompanied by a written communication from the staff officer of pensioners of his district, showing that the pensioner is not required in the enrolled pensioner force, and that he is apparently qualified to perform the duties of the appointment for which his enrolment in the militia is required.

In the case also of appointments of pensioners to the permanent staffs of the militia, a similar communication should be obtained from the staff officer of pensioners, together with a statement of his character, with a view to its transmission to the lord lieutenant of the county, to be by him forwarded to this office with the application for sanction to the appointment.

Lord Panmure also desires me to request that you will transmit to this office a list of the names of any pensioners who may be already enrolled as volunteers in your regiment, stating against the names of each the regiment from which he was pensioned, the date of his enrolment in the militia, in what capacity he is at present employed, whether his enrolment has been sanctioned by this office, and whether the consent of his staff officer of pensioners was obtained.—P.

The Officer Commanding —— Militia. I have, &c. B. HAWES.

h Militia, 42 Geo. 3, c. 90, s. 76. Scotch Militia, 17 & 18 Vict., c. 106, s. 17. Irish Geo. 3, c. 120, s. 14.

W. O. Circ., 208. *9th Feb.*, 1858.

GENERAL rules applicable to libraries issued for the use of staff of disembodied militia, where there is no War Office library or librarian:— Militia Libraries.

Rule 1. Non-commissioned officers and men making use of the library are liable to a subscription of 1*d.* per month.

2. All damage to library books which, in the opinion of the adjutant, does not appear to have occurred by "fair wear and tear," is to be made good by the subscriber in whose charge the book was at the time. The amount to be recovered will bear a proportion to the whole value of the book, and will be fixed by the officer commanding.

3. In the event of a book being lost or rendered unserviceable, its full value must be recovered from the subscriber, and it will be replaced by the War Office.

4. The subscriptions and fines recovered from the men are to be charged to them monthly by the officer who pays the staff, who is to prepare a quarterly account of these sums on the prescribed form (enclosed), and to annex the same to the pay list, in which the amount of the subscriptions and penalties shall be credited to the public.

5. Threepence a day will be allowed to the non-commissioned officer who may be selected by the adjutant to take charge of and issue the books.—L.

B. HAWES.

W. O. Circ., 218. *25th Feb.*, 1858.

SIR,—The Secretary of State for War having had under his consideration the cases of non-commissioned officers transferred from the regular army for the purpose of completing their service on the permanent staff of regiments of militia, under the conditions contained in Clauses 219, &c., of the Militia Regulations of the 1st September, 1854, I am directed by Lord Panmure to acquaint you that his Lordship has, in concurrence with His Royal Highness the General Commanding in Chief, approved of all such men as are serving in the regiments of militia now embodied being permitted to reckon their embodied militia service as line service towards completing the requisite period to entitle them to pension, in the same manner as under the War Office Circular of 29th December, 1854 (K—Militia—45). The same privilege will be also granted to those non-commissioned officers who have been or may be transferred during the embodiment of their respective regiments.—S. Embodied Service of Permanent Staff.

I have, &c. B. HAWES.

The Officer Commanding —— Regiment of Militia.

W. O. Circ., 226. *25th Feb.*, 1858.

SCHOOLS FOR STAFF OF DISEMBODIED REGIMENTS.

SIR,—The Secretary of State for War having had under consideration the disadvantages to which the non-commissioned officers and men and children of the staff of disembodied regiments of militia are sometimes subjected by reason of their being located where no local means exist of obtaining school instruction, I am directed by Lord Panmure to inform you, that when the disembodied staff of militia regiments may be quartered in situations where there is no children's school conveniently accessible, his Lordship is pleased to direct that, on receipt of an application certified by the colonel or commanding officer of the regiments, and recommended by the inspector of the militia, a room in county store barracks may be appropri- Schools.

hools. ated as a schoolroom for the disembodied staff, and the commuted allowances of fuel and light for one room, at 2*s.* 6*d.* per week during the winter months, may be drawn for the same, whenever it can be shown to the satisfaction of his Lordship that the numbers likely to avail themselves of this indulgence are sufficient to warrant it. This allowance will be chargeable on the form in which the commuted fuel and light allowances for other services within the county stores are preferred.

In cases where, for want of such county barrack accommodation, a room has been engaged for this purpose by the staff at its own expense, the said commuted allowances may be similarly drawn, showing on the claim that the school was held in a hired room.

School materials will also be furnished on the usual Form of Requisition No. 372, signed by the adjutant; but no payment will be made to the schoolmaster, who must be remunerated by the school fees, to be paid at such rates as the commanding officer may approve.—S.

The Officer Commanding. B. HAWES.

W. O. Circ., 237. *26th March*, 1858.

lease rtificates. SIR,—The attention of the Secretary of State for War having been called to the practice of enlisting militiamen for the army without the consent of their commanding officers, I am directed by Secretary Major General Peel to request that, should any serjeants of the regiment under your command be employed on this duty, you will instruct them not to enlist any militiaman in future without first obtaining a certificate of his discharge made out on the accompanying form. Any serjeant neglecting to comply with this instruction will be immediately withdrawn from the recruiting service.

I have, &c. B. HAWES.

The Officer Commanding —— Militia.

—— *Regiment of Militia.* *W. O. Form*, 963A.

This is to certify to the officer commanding that ——, who was enrolled to serve as a volunteer in the —— regiment of militia, on the —— day of ——, 185—, is released from the militia engagement for the purpose and upon the condition of his enlisting into the ——.

He will not, therefore, if he complete his attestation in Her Majesty's regular forces, be required to attend when the above regiment may be called out for training or for embodied service; but if he do not complete such attestation, this release will be void.

The amount of embodied militia service of the said —— after the age of eighteen is —— years and —— days.*

Given under my hand this —— day of ——, 185—.

——, Colonel or Commanding Officer.

Entered in the Enrolment Book of the —— Regiment of Militia.

——, Adjutant.

Description of —— at the time the above certificate was given:—
Age ——, height ——, eyes ——, complexion ——.

R.

* *One-half of this* period will be allowed to reckon as line service, provided the man shall *have completed* six months' militia service.

Militia Library Districts.

GREAT BRITAIN.

No.	Regiment.	Head-Quarters.
1.	Royal Cornwall and Devon Miners Artillery,	Truro.
	Cornwall Rangers,	Bodmin.
	South Devon,	Plymouth.
	Devon Artillery,	Devonport.
2.	East, or 1st Devon,	Exeter.
	1st Somerset,	Taunton.
	Dorset,	Dorchester.
3.	Isle of Wight Artillery,	Newport.
	Hampshire Artillery,	Gosport.
	Royal Sussex Light Infantry,	Chichester.
	Sussex Artillery,	Lewes.
4.	West Kent,	Maidstone.
	East Kent,	Canterbury.
	Kent Artillery,	Dover.
5.	Hampshire,	Winchester.
	Berkshire,	Reading.
	Royal Bucks (King's Own),	High Wycombe.
6.	2d Royal Surrey,	Guildford.
	1st do. do.	Richmond.
	3d do. do.	Kingston.
7.	5th Middlesex (Elthorne),	Uxbridge.
	4th Royal South Middlesex,	Hounslow.
	3d Royal Westminster, Middlesex,	Turnham Green.
8.	Royal London,	Finsbury.
	Tower Hamlets (Queen's Own),	Bethnal Green.
	Tower Hamlets (King's Own),	Hackney.
9.	1st Middlesex (Royal East),	Hampstead.
	2d Royal Edmonton Rifles,	Barnet.
	Hertford,	Hatfield.
10.	West Essex,	Chelmsford.
	Essex Rifles,	Colchester.
	Suffolk Artillery,	Ipswich.
11.	1st West Norfolk,	Norwich.
	2d East Norfolk,	Yarmouth.
	Norfolk Artillery,	Yarmouth.
12.	Cambridge,	Ely.
	Suffolk (West),	Bury St. Edmunds.
	Huntingdon Rifles,	Huntingdon.
13.	Oxford,	Oxford.
	Northampton,	Northampton.
	Bedford,	Bedford.
14.	2d Somerset,	Bath.
	Royal Wiltshire,	Devizes.
	Royal North Gloucester,	Cirencester.
15.	Royal South Gloucester,	Gloucester.
	Worcester,	Worcester.
	Hereford,	Hereford.
	Royal Radnor Rifles,	Presteign.
	Royal Monmouth,	Monmouth.
16.	Royal South Lincoln,	Grantham.
	Notts, or Royal Sherwood Rangers,	Newark.

Militia Libraries.

Royal Warrant.

be designated "Military Store Clerks," and to be divided into classes, with rates of pay and relative rank, as under:—

First class pay	4*s.* 6*d.*	a day,	to rank as	serjeant major.	
Second ,,	4*s.*	,,	,,	serjeants.	
Third ,,	3*s.* 6*d.*	,,	,,	serjeants.	

And such clerks serving at foreign stations shall be entitled to the military allowances of their respective ranks.—W.

Given at our Court at St. James's this twenty-third day of April, 1861, in the twenty-fourth year of our reign.

By Her Majesty's Command. HERBERT.

W. O. Circ., 690. HOME AND FOREIGN. 12*th June*, 1861.

Regulations.

1. I AM directed by Lord Herbert to transmit, for your information and guidance, the accompanying Royal Warrant for the re-organization of the Military Store Department, granted by Her Majesty, with a view to increase the efficiency of the service, and to improve the position of the officers.

2. I am to state that the warrant is to take effect from the 1st day of April last, and that the pay of each officer falling under it is to be adjusted from that date in accordance with the scale prescribed in Article 7 of the warrant, subject to the exceptions provided for in Article 15. In addition to such pay, each officer serving at home stations, who accepts a commission under this warrant, will be entitled to servant allowance at one shilling a day, under the regulations established in Circular No. 193. This allowance will also be paid from 1st April.

3. In lieu of the rates of house rent prescribed in Schedule B. of the Royal Warrant of 28th February, 1857, officers of the Military Store Department will hereafter be entitled to the same rate of lodging money as is authorized by the regulations for other officers of corresponding rank serving on the staff, viz.:—

Principal Superintendent of Stores, ...	5*s.* 6*d.* a day.
Superintendent of Stores after five years' service, .	5*s.* 6*d.* a day.
Superintendent of Stores under five years' service,	4*s.* 6*d.* ,,
Deputy Superintendent of Stores, ...	4*s.* 6*d.* ,,
Assistant Superintendent of Stores, ...	3*s.* 0*d.* ,,
Deputy Assistant Superintendent of Stores, . .	2*s.* 3*d.* ,,

4. Officers who may be in the occupation of public quarters will be entitled to the usual issues of fuel and light fixed for other officers of their rank, or to a commuted allowance in lieu. This allowance, and all other allowances of a local nature, will, in accordance with the practice of the service, be admitted from the date of this circular at home stations, and from the promulgation of the warrant in the several commands abroad.

5. The officers of the department will also become entitled to pensions for wounds, and, in case of death, pensions will be granted to their widows and compassionate allowances to their children, agreeably to the scales laid down for the families of other officers of the same relative rank in Royal Warrants of 15th June, 1855, and 18th July, 1857.

6. Upon an officer completing a period of service entitling him, under the provisions of this warrant, to an increase of pay, application for such additional pay should be addressed to the Under Secretary of State for War.

7. As Clause No. 16 of the warrant permits officers, *not being below the rank of deputy superintendents of stores*, the option of accepting commissions

under this warrant, with the attendant advantages, or of continuing in their present position, such officers, serving at home, who may prefer the latter course, are to communicate their wishes within one month from the date hereof, and such as are serving abroad, within one month from the receipt of this warrant in the respective commands. Regulatio

8. Commissions will be immediately prepared, to bear date respectively from the day on which the several officers entered their present classes, and the officers will hereafter take rank and precedence accordingly. Upon the commission of each officer being gazetted, he will be required to pay the amount of the stamp duty thereon; at home, to the senior officer of the department at the station; and abroad, into the Treasury chest through the military accountant.

9. Candidates for commissions in the Military Store Department, with the exceptions provided for in Clause 3 of the warrant, will in future be required to pass an examination, to the satisfaction of the civil service commissioners, in the following subjects, viz.:—

English Composition.	Handwriting.
Latin, or one Modern Language (French or German).	Arithmetic.
Elements of History.	Algebra to Simple Equations, and
Geography.	The first six Books of Euclid.

10. It is expected that all military store officers will avail themselves of the advantages proposed to be given them under the provisions of Clause 19 of the warrant, and that they will, by sedulous attention in the discharge of their duties, acquire a full and practical knowledge, not only of the various descriptions and proportions of military stores and munitions of war required for the several services, but also of the nature and qualities of the materials of which such stores and munitions are composed. It is only by these means that an efficient and intelligent body of officers can be formed, and it is desired that officers in charge will, so far as is consistent with the discharge of the current duties of the department, afford those serving under them all the opportunities in their power for acquiring this knowledge, and also encourage them in its pursuit. With reference to this subject, particular attention is directed to the following extract from Circular No. 499:—

"2. I am to refer in particular to the 18th Clause of the 'Regulations' for the inspectors of warlike stores and fire-masters, relative to the series of patterns and drawings of new and altered stores, which from time to time will be placed in your charge; and to desire that the military store officers, and clerks belonging to the department under your charge, will make themselves thoroughly acquainted with all changes in these and other descriptions of stores, especially such as constitute the munitions of war, so as to be perfectly familiar with the latest patterns.

"3. It is to be understood that this knowledge must not be superficial, but of that practical and minute character which will enable them to give the fullest detail of the different uses and services to which the various kinds of stores may be applied, and to distinguish clearly such as have become obsolete from those which are still current in the service.

"4. The Secretary of State for War desires that you will impress upon the officers serving under you that, as military store officers, their future advancement will much depend upon the extent and accuracy of their acquaintance with these important particulars, and their general knowledge of the regulations which govern the duties of their department.

"5. This practical knowledge is the more imperative as the officers of the military store service will in future accompany the army to the field, in the place of the commissaries of the Field Train Department."

Militia Libraries.

	P Kilkenny, H. Q., to Waterford, H. Q.,	.	31 miles by rail.
	Waterford, H. Q., to Wexford, H. Q.,	.	39 miles by rail.
9.	P Cork, H. Q., to Mallow, H. Q.,	.	19¾ miles by rail.
	P Cork, H. Q., viâ Mallow to Tralee, H. Q.,	.	80½ miles by rail.
	P Cork, H. Q., to Macroom, H. Q.,	.	21 miles by road.
	P Cork, H. Q., to Bandon, H. Q.,	.	20 miles by rail.—L.

W. O. Circ., 388. *9th Feb.*, 1859.

Medical Examination of Absentees.

THE Secretary of State for War has decided that the medical examination of absentees from militia regiments in the United Kingdom who are to be *summarily* proceeded against under the provisions of the Militia Acts of 17th and 18th Victoria, cap. 105, 106, and 107, shall be discontinued.

Any fees, therefore, which may hereafter be incurred in such examinations will be disallowed from this date.

The fee of 2*s.* 6*d.* for medical examination of absentees or deserters committed for safe custody will only be admitted when the regiments to which they belong are embodied or out for training, in either of which cases it will be necessary to ascertain previously to removal by escort their fitness or unfitness for service.—A. B. HAWES.

W. O. Circ., 405. *26th March*, 1859.

Lodging Allowances, &c.

SECRETARY Major General Peel having decided that it is unnecessary for barrack-masters to countersign the certificate to the claims for lodging money to officers and men of the permanent staff of disembodied regiments of militia living out of county buildings, the same is notified for the information and guidance of the officers concerned.—A.

To Barrack-masters. B. HAWES.

W. O. Circ., 441. *8th July*, 1859.

SIR,—I am directed by Mr. Secretary Herbert to inform you that 4*d.* per day for each non-commissioned officer and drummer of the permanent staff of the disembodied militia allowed to find their own lodgings will be granted in lieu of the allowances hitherto given for lodging, fuel, and light. This increased rate will be admitted from the 1st April last, and will be continued to any of the staff who may be temporarily absent from head-quarters in raising volunteers, or on any other duty, provided their lodgings at such head-quarters have been retained while so absent.

Mr. Herbert considers it desirable that as many of the volunteers as possible, when assembled for training and exercise, or called up for instruction previously thereto, should be provided, if practicable, with lodgings in private houses instead of being billeted in public houses, and he will accordingly be prepared to admit as a charge against the public 4*d.* a day for each volunteer, such allowance being paid to the persons by whom they are lodged, and not to the men themselves, to be claimed by the acting paymaster on W. O. Form 1099.—A. I have, &c. B. HAWES.

The Officer Commanding —— Regiment of Militia.

W. O. Circ., 444. MILITIA OF SCOTLAND. *25th July*, 1859.

Re-appointment, Serjeants and Drummers.

SIR,—In drawing your attention to Art. 203 of the Militia Regulations of the 1st September, 1854, I am directed by Mr. Secretary Herbert to acquaint you that in any case in which it may be hereafter necessary to

renew the engagement of the serjeants who have been appointed on the permanent staff of the regiment under your command since the passing of the Act 17 & 18 Vict., cap. 106, application for the authority of the Secretary of State for War to re-appoint them should be made by the colonel through the lord lieutenant of the county. No serjeant is to be recommended for re-appointment who is not medically fit for a further service of five years, and who is not in every other respect equal to his duties. Those who are unfit should be discharged immediately on the expiration of their present engagement. Re-appointment, Serjeants and Drummers

Such serjeants as may be re-appointed will be allowed a bounty of 15*s.* each, and care should be taken that the oath prescribed by the 25th section of the above Act is administered to them.

I am to add that the colonel of the regiment will be at liberty to renew the engagement of the drummers on the permanent staff on the same terms as regards bounty and qualifications for service as in the case of serjeants, without, however, the intervention of the lord lieutenant of the county or Secretary of State.—R.

The Officer Commanding —— Militia. I have, &c. B. HAWES.

W. O. Circ., 458. *9th Aug.*, 1859.

MR. SECRETARY HERBERT having decided, on the recommendation of His Royal Highness the General Commanding in Chief, that the non-commissioned officers of the several militia regiments in Great Britain and Ireland when about to be assembled for training may, with the concurrence of the general officer commanding in the district, be accommodated in the barracks at their respective training stations immediately prior to the assembly of the regiments to which they belong, and that fuel and light may be issued to them during such period according to their rank: Assemblin N.-C. O. before Training.

The same is notified for the information and guidance of the officers commanding and the barrack-masters concerned.—N. B. HAWES.

W. O. Circ., 460. *10th Aug.*, 1859.

SIR,—I am directed by Mr. Secretary Herbert to inform you that all volunteers who may be re-enrolled for a further period of service should receive a new number, retaining the original underneath the new, thus: New Number on Re-enrolment.

$\frac{\text{new number.}}{\text{original}}$ R. I am, &c. B. HAWES.

The Adjutant, —— Regiment of Militia.

W. O. Circ., 465. *12th Aug.*, 1859.

SIR,—In drawing your attention to Article 203 of the Militia Regulations of the 1st September, 1854, I am directed by Mr. Secretary Herbert to acquaint you that in any case in which it may be hereafter necessary to renew the engagement of the serjeants who have been appointed on the permanent staff of the regiment under your command since the passing of the Act 17 & 18 Vict., cap. 107, application for the authority of the Lord Lieutenant of Ireland to re-appoint them should be made by the colonel, through the lieutenant of the county. No serjeant is to be recommended for re-appointment who is not medically fit for a further service of five years, and who is not in every other respect equal to his duties; those who are unfit should be discharged immediately on the expiration of their present engagement. Re-appointment of Serjeants and Drummers

Re-appointment of Serjeants and Drummers.

Such serjeants as may be re-appointed will be allowed a bounty of 15s. each, and care should be taken that the oath prescribed by the 3d section of the 51 George III., cap. 118, is re-administered to them.

I am to add, that the colonel of the regiment will be at liberty to renew the engagement of the drummers* on the permanent staff on the same terms as regards bounty and qualifications for service as in the case of serjeants, without, however, the intervention of the lieutenant of the county or Lord Lieutenant of Ireland.—B.

The Officer Commanding —— Militia. I have, &c. B. HAWES.

W. O. Circ., 474. 14*th Sept.*, 1859.

Hiring Hospital Accommodation.

CIRCULAR No. 361, containing regulations for hiring property for the use of the War Department generally, being inapplicable for the provision of hospital accommodation for militia regiments at the annual training periods:

Mr. Secretary Herbert has been pleased to approve of the following regulations of hiring for the object named, which are to be strictly followed in all future cases:—

When a regiment is about to be assembled for training, the officer commanding will report to the Secretary of State for War as early as convenient the necessity for providing hospital accommodation, stating whether there is any infirmary or public building available for the purpose.

If not, he will state the lowest rate at which a suitable house or rooms, approved by the surgeon of the regiment, can be obtained for the training period.

The report is to be sent in the latter case through the barrack-master of the district, who, in forwarding it, will state from his experience and knowledge whether he considers the rent demanded to be reasonable; but he is not to proceed to the station to make inquiries without directions from this office. On the hire being approved, it will be communicated to the officer commanding and to the barrack-master, and the latter will supply such hospital furniture and bedding as the officer commanding may deem necessary, reporting the expense of carriage for sanction.

The bedding, &c., is to be duly removed at the expiration of the training period.

When it is proposed to accommodate the sick of a regiment in a hospital attached to barracks, barrack-masters will in Great Britain forward the application of the officer commanding to the inspector general of fortifications; but in Ireland this application should be sent to the deputy quarter-master general in Dubin, agreeably to the Circular Memorandum of the 2d August, 1858 (Enniskillen, 2—44).—H. RIPON.

Commanding Officers of Militia Regiments and Barrack-masters.

W. O. Circ., 487. 11*th Oct.*, 1859.

Annual Return, Arms and Appointments.

IN order to ensure the completeness of the arms and appointments of regiments of militia:

Mr. Secretary Herbert requests that officers commanding those regiments will transmit to the Secretary of State for War, on the first day of January in each year, returns according to the enclosed forms (W. O. Forms 735A and 1100A). In the case of regiments not yet supplied with rifled muskets the description of arm in possession is to be stated. Blank forms will be supplied by this office.—A. B. HAWES.

The Officers Commanding Regiments of Militia.

* A. Ireland, 98.

W. O. Circ., 503. *14th Nov.*, 1859.

Schools.

SIR,—I am directed by Mr. Secretary Herbert to inform you that, with the view of encouraging the non-commissioned officers and men of disembodied regiments of militia to attend school during the periods for which they are annually trained, he has decided that the school fees exacted by Article 176 of the Militia Regulations shall henceforth be abolished, and that a non-commissioned officer, duly qualified, may be selected to act as schoolmaster, for which duty he will be allowed one shilling a day in addition to his military pay when the number of adults attending school does not exceed 50; one shilling and threepence a day when the number is over 50 but does not exceed 100; and one shilling and sixpence a day when the number is over 100.

Soldier assistants may be employed, if necessary, in accordance with Article 37 of the Army School Regulations.

At the end of each training period a report is to be made out on Form 367, and transmitted to the Under Secretary of State, showing the number of men who have attended school, and the nature of the instruction which has been given.

The acting schoolmasters' pay may be charged in the training pay list, supported by certificate stating the number who have attended school.—S.

I have, &c. B. HAWES.

The Officer Commanding —— Regiment of Militia.

W. O. Circ., 554. *21st Feb.*, 1860.

Re-enrolment Gratuity.

SIR,—I have the honour, by direction of Mr. Secretary Herbert, to inform you that each volunteer enrolled in the regiment under your command for a second term of five years' service will, at the termination of each future training which may take place during the period of his engagement, be allowed a gratuity of 10*s.*, in addition to the usual training bounty, subject, however, to the rules prescribed in Article 105 of the Militia Regulations of the 1st September, 1854, relative to the forfeiture of bounty for absence or misconduct.

Should your regiment be embodied, the gratuity may be issued under similar rules, either in quarterly instalments of 2*s.* 6*d.*, or at the rate of 1*d.* a day during the last thirty days of the quarter.

I am also to take this opportunity of requesting that you will have the goodness to instruct your adjutant (if you have not already done so) not to re-enrol any man whose conduct has not been such as to meet with your approval.—R.

I have, &c. DE GREY AND RIPON.

The Officer Commanding —— Regiment of Militia.

W. O. Circ., 567. *10th March*, 1860.

Charging Billet Money.

COMMANDING officers of militia are informed, by direction of Mr. Secretary Herbert, that in respect of periods from 1st January last, it will not be necessary to procure special authority for charging billet money in the embodied, enrolment, or training pay lists.

The correct charges may be inserted at once in the pay list, particularized and vouched in the following manner:—

1st. The total number of days for which the charge is made should appear in a column against each man's name in the pay list, and the dates from and to which the charge applies should be inserted in the column of remarks.

2d. A certificate should be annexed to the accounts

Charging Billet Money.

margin,* signed by the officer commanding, to the following effect:—"I certify that, to the best of my knowledge and belief, the non-commissioned officers and men for whom billet money is charged in this account were, during the periods stated against their names, necessarily out of barracks, and actually billeted, and that the sum of £—— has been actually paid, and that neither lodging money, nor fuel and light in kind, nor the commuted allowance in lieu thereof, has been, or will be, drawn for any of the non-commissioned officers and men for any part of the period for which billet money is charged, except in the case of men detached from head-quarters for short periods on enrolment or any other duty, during which time they may have retained and paid for their lodgings at head-quarters, agreeably to Circular 441."

This arrangement is not intended to apply to the combined allowance in lieu of quarters and fuel and light, at 4*d.* per day, granted to the non-commissioned officers of the permanent staff at head-quarters, who are not accommodated in county store barracks, and whose claims should be rendered to the accountant general as heretofore, for examination and order of payment previously to the admission of the charge in the pay list.—B.

B. Hawes.

W. O. Circ., 569. 17*th March*, 1860.

Re-enrolment Gratuity.

Sir,—I am directed by Mr. Secretary Herbert to acquaint you that the gratuity of 10*s.* referred to in the Circular from this office dated 21st ultimo, A Militia, 406, will be admissible, under the conditions therein prescribed, for all re-enrolled volunteers, whether their service may have been continuous or not, unless an interval of more than a year shall have elapsed between the date of the expiration of their engagement and that of their re-enrolment.

Volunteers enrolled during the training will be allowed the proportion of gratuity for the days of actual attendance from the date of re-enrolment.—B.

I have, &c. De Grey and Ripon.

The Officer Commanding —— Regiment of Militia.

W. O. Circ., 572. 27*th March*, 1860.

Reports of Absentees.

Sir,—I am directed by Mr. Secretary Herbert to request that you will in future transmit to this office for insertion in the "Police Gazette," at the end of one week from the assembly of the regiment for training, a list according to the annexed form, *and written only on one side of the sheet*, of all volunteers who have not then joined, and whose absence has not been accounted for to your satisfaction.

The reports of those absentees not recovered to the service should be transmitted as heretofore, conformably to the twenty-first article of the Militia Regulations, at the expiration of three months from the termination of the training period; and, appended to it, a summary of the number recovered to the service, in the following form:—

	Number.
Apprehended, and dealt with by the magistrate, .	
Apprehended, and dealt with by the regiment, .	
Enlisted fraudulently, and retained in the regular or Indian forces or embodied militia, . . .	
Total, ...	

I have, &c. De Grey and Ripon.

The Officer Commanding —— Regiment of Militia.

* Embodied Pay List, Form 8. Training Pay List, Form 5. Enrolment Pay List, page 2.

and Name.	[illegible]	Feet.	Inches.	Complexion	Hair.	Eyes.	Date of	Place of	Date of	Place of	Parish.	County.	Ma	Tra	Co Jac	Bre Tr	Ber

A. Signature of the Commanding Officer ——.

W. O. Circ., 581. 21*st April*, 1860.

SIR,—Some misapprehension having arisen as to the interpretation of the latter part of Article 67 of the Militia Regulations, I am directed by Mr. Secretary Herbert to acquaint you that no pay is admissible for any officers who do not present themselves at the head-quarters, or who may be absent from their duty during the whole training period, but that the article above quoted applies only to such officers as may, after joining, be prevented by sickness, duly certified, from attending their duty.

The pay of the colonel or commandant will, however, be regulated by the Circular of the 15th November, 1859 (123 384—179).—o. I have, &c. DE GREY AND RIPON.

The Officer Commanding —— Militia.

W. O. Circ. 644. HOME. 10*th Nov.*, 1860.

MR. SECRETARY HERBERT has directed that the Circular Letter of 14th June, 1860 (T—Militia, 161), to officers commanding militia corps should be circulated for the information and guidance of the army generally. A copy is accordingly annexed. DE GREY AND RIPON.

T—Militia, 161. *War Office*, 14*th June*, 1860.

Sir,—I have had under my consideration the conditions on which men belonging to the disembodied militia have hitherto been permitted to transfer their services to Her Majesty's regular forces. It is most important to the efficiency of the militia as a reserve force upon which dependence can be placed in case of national danger, that it should be raised from among men of settled habits and fixed residence within the county to which the regiment belongs.

Reports of Absentees.

Pay of Officers absent.

Enlistment of Volunteers in Line.

Enlistment of Volunteers in Line.

A militia regiment, however short of its quota, which can annually muster as effectives for training the men who have been enrolled, is far more efficient, and contributes more to the security of the State, than one which, having a large force upon paper, can neither produce nor account for them subsequently. Militia officers, therefore, should not seek to attract temporarily to their ranks men who would otherwise enlist into Her Majesty's regular forces, of whose services the army is thus deprived, and who, by leaving the militia for the line after receiving the militia bounty, disorganize the militia, while they enter the army at an increased and unnecessary expense to the public.

The regulations at present in force for carrying on volunteering from the militia to the line will therefore be modified in the following manner:—

Stringent orders have been issued prohibiting any line or other recruiting parties from attempting in future in any way to induce militiamen to leave their respective regiments in order to enlist in Her Majesty's regular forces or marines, militiamen having no more right to do so than men of one line regiment have to enlist in another without the consent of their commanding officer. Such a proceeding on their part amounts to desertion, and will expose them to the penalties attached to that offence, a liability which every opportunity should be taken to make known. Volunteers, therefore, who may be anxious to enlist in the regular army, should apply for permission to their commanding officers, who will exercise their discretion as to granting their request, bearing in mind the policy of granting conditional releases to men who are bent on enlisting, and over whose movements, except during the one month's training, they have little or no practical control. In such cases I shall be prepared, on your recommendation, to give you a covering authority for the release of any such men to whom you may think it right to grant the indulgence. But it is to be clearly understood that in all such cases the men will be required to refund 18*s.* 6*d.* to cover the bounty and other expenses incurred on their enrolment; also any balance of bounty they may have received in advance on account of their first engagement, if re-attested for a second. The act under which the temporary embodiment of the militia has been sanctioned will expire on the 25th March next, and the entire force will then revert to its normal and constitutional state as a reserve force, to be annually trained, but not to be embodied except in time of national danger; and there is every reason to hope that, by a careful observance on the part of the Government of the principles on which the militia force is founded, the disorganization of the regiments of which it is composed will be prevented, and commanding officers will be enabled to reap the fruits of their unremitting exertions to maintain the efficiency of their corps.—E.

I have, &c. SIDNEY HERBERT.

The Officer Commanding —— Regiment of Militia.

W. O. Circ., 646. HOME. 23*d Nov.*, 1860.

Travelling and Marching Allowances.

SIR,—The attention of the Secretary of State having been drawn to the allowances granted to serjeants on the permanent staff of disembodied militia regiments when absent from the county head-quarters on the authority of routes issued by this department, I am directed by Mr. Secretary Herbert to acquaint you that the following allowances will in future be admissible for each serjeant so proceeding, viz.:—

10*d.* for each day he may be travelling by railway or steamboat.
1*s.* 1*d.* for each day's march of not less than ten miles.

I am to add, that in all cases where it may be considered necessary to despatch a non-commissioned officer of the disembodied staff either to appear as evidence against absentees or to attend courts-martial, application should be made to this department for a route, supported by a full statement of the circumstances of the case.—A. Travelling and Marching Allowances.

I have, &c. DE GREY AND RIPON.

To Officers Commanding Disembodied Militia.

W. O. Circ., 681. *7th May*, 1861.

1. THE subject of the most convenient method for repairing the arms in possession of the disembodied militia in Great Britain having been under consideration, Lord Herbert has decided that the following arrangements shall be carried into effect:— Repairing Arms.

2. All disembodied militia regiments will, at the termination of each annual training period, return such of their arms as are found to be in need of repair, to the officer in charge at the War Office Establishment hereinafter mentioned, by the cheapest mode of conveyance.

3. The officers of the regiments will be desired to make a careful inspection of the arms in order to avoid sending a greater number into store for repair than may be really necessary.

4. The cost of repairing such of the arms as may have become repairable by *fair wear* will be borne by the public, but all other damages to arms will be charged against, and be paid for by the regiment.

5. The repair of all arms forwarded by the different corps to any of the War Office stations enumerated in this circular will be executed in a similar manner and to the same extent as laid down in the Queen's Regulations for the repair of arms in possession of the regular army.

6. The charges to be made against the regiment will also be in conformity to those laid down in the Queen's Regulations.

7. When an arm is sent to a War Office station for the repair of a particular part, only that specific repair will be performed, and the arm will in all other respects be returned to the regiment in the same condition as when received for repair.

8. Commanding officers of militia regiments have been requested to be very particular in forwarding proper vouchers with the arms to be repaired, stating the number of arms sent, and also the *letters* and *numbers* on the *heel plates*, and the *specific repairs* required.

9. The expense of the conveyance of the arms will be borne by the public.

10. The superintendents of small arm factories and military storekeepers will make the necessary arrangements at their respective stations for the receipt and repair of such arms as may be sent to them from the disembodied militia for that purpose.

11. With respect to the repairs chargeable to regiments, the superintendents and military storekeepers to whom the arms have been returned will keep such an account of the expense of repairing particular arms, that the claim may be rightly made against the captains of the companies to which the arms respectively belong.

12. The charges for repairs to be made against a regiment are to be reported by the superintendents or military storekeepers, as the case may be, to the officer commanding the regiment, and also to this office, with a view to their recovery by the accountant general.

13. In order to prevent the arms becoming injured in transit, commanding

pairing ms.

officers have been desired to be careful to preserve the chests in which they were received, *with all their fittings*, so that the arms may be properly packed before being returned into store.

14. If the chests originally supplied with the arms are missing, the cost of providing new ones will be charged to the regiment.

15. The annexed list shows the stations to which the arms are to be returned in order to be repaired; and should it be found at either of them that the armourers' shops are not fitted with all the requisite appliances for the repair of arms, the military storekeepers at such stations will immediately report what additional means are necessary for the purpose.

The Superintendents of Small Arm Factories and Military Storekeepers. B. HAWES.

LIST showing the Stations to which the Arms of the several Regiments of Disembodied Militia are to be Returned in order to be Repaired.

Name of Regiment.	Head-quarters of Regiment.	Station to which the Arms are to be sent for Repair.
Cheshire, 2d,	Macclesfield,	Birmingham. (Addressed to the Superintendent of Small Arms Factory.)
Derby, 1st,	Derby,	
,, 2d Chatsworth,	Chesterfield,	
Gloucester, 1st or South,	Gloucester,	
,, 2d or North,	Cirencester,	
Hereford,	Hereford,	
Monmouth,	Monmouth,	
Shropshire,	Shrewsbury,	
Stafford, 1st King's Own,	Lichfield,	
,, 2d	Stafford,	
,, 3d King's Own,	Newcastle-under-Lyne,	
Warwick, 1st,	Warwick,	
,, 2d,	Leamington,	
Worcester,	Worcester,	
Bedford,	Bedford,	Milbank, Pimlico. (Addressed to the Superintendent of Small Arms Factory.)
Berks,	Reading,	
Bucks,	High Wycombe,	
Cambridge,	Ely,	
Hertford,	Hatfield,	
Huntingdon,	Huntingdon,	
London,	Finsbury,	
Middlesex, 1st East,	Hampstead,	
,, 2d Royal Edmonton,	Barnet,	
,, 3d Royal Westminster,	Turnham Green,	
,, 4th Royal South,	Hounslow,	
,, 5th Royal Elthorne,	Uxbridge,	
,, 1st,	Richmond,	
2d,	Guildford,	
3d,	Kingston,	
Middlesex, 1st King's Own,	Hackney,	
2d Queen's Own,	Bethnal Green,	

Name of Regiment.	Head-quarters of Regiment.	Station to which the Arms are to be sent for Repair.	Repairing Arms.
		Arms sent to the undermentioned Stations are to be addressed to the Military Storekeepers.	
East,	Canterbury	Chatham.	
West,	Maidstone,		
›a,	Beaumaris,	Chester.	
›n,	Aberystwith,		
›on,	Carnarvon,		
›e, 1st,	Chester,		
h,	Wrexham,		
	Mold,		
›ire, 1st,	Lancaster,		
2d,	Liverpool,		
3d,	Preston,		
4th,	Warrington,		
5th,	Burnley,		
6th,	Salford,		
7th,	Bury,		
›ire Artillery,	Liverpool,		
›mery,	Welchpool,		
›th,	Bala,		
	Presteign,		
West, 4th,	Leeds,		
,, 6th,	Halifax,		
ll Rangers,	Bodmin,	Devonport.	
Miners,	Truro,		
1st or East,	Exeter,		
2d or South,	Plymouth,		
Artillery,	Devonport,		
›t, 1st,	Taunton,		
2d,	Bath,		
rtillery,	Dover,	Dover.	
East,	Colchester,	Harwich.	
West,	Chelmsford,		
, 1st West,	Norwich,		
2d East,	Yarmouth,		
Artillery,	Yarmouth,		
Artillery,	Ipswich,		
West,	Bury St. Edmund's,		
	Brecon,	Pembroke.	
then,	Carmarthen,		
gan,	Cardiff,		
Artillery,	Swansea,		
›ke,	Haverfordwest,		
	Dorchester,	Portsmouth.	
›ire,	Winchester,		
Artillery,	Gosport,		
Wight,	Newport,		

epairing rms.

Name of Regiment.	Head-quarters of Regiment.	Station to which the Arms are to be sent for Repair.
		Arms sent to the undermentioned Stations are to be addressed to the Military Storekeepers.
Sussex,	Chichester,	Portsmouth.
,, Artillery,	Lewes,	
Wilts,	Devizes,	
Cumberland,	Whitehaven,	Tynemouth.
Durham, 1st or South,	Barnard Castle,	
,, 2d or North,	Durham,	
,, Artillery,	Bishop Auckland,	
Northumberland,	Alnwick,	
,, Artillery,	North Shields,	
Westmoreland,	Appleby,	
York, East,	Beverley,	
,, North,	Richmond,	
,, West, 1st,	Pontefract,	
,, ,, 2d,	York,	
,, ,, 3d,	Doncaster,	
,, ,, 5th,	Knaresborough,	
Leicester,	Leicester,	Weedon.
Lincoln, North,	Lincoln,	
,, South,	Grantham,	
Northampton and Rutland,	Northampton,	
Nottingham,	Newark,	
Oxford,	Oxford,	
Ayr,	Ayr,	Edinburgh.
Dumfries,	Dumfries,	
Edinburgh County,	Dalkeith,	
,, City,	Edinburgh,	
Fife,	Cupar,	
Haddington,	Dunbar,	
Lanark, 1st,	Hamilton,	
,, 2d,	Lanark,	
Renfrew, Prince of Wales,	Paisley,	
Aberdeen,	Aberdeen,	Fort George.
Argyll,	Oban,	
Inverness,	Inverness,	
Ross,	Dingwall,	
Forfar,	Montrose,	Stirling.
Perth,	Perth,	
Stirling,	Stirling,	

A.

W. O. Circ. 694. *27th June*, 1861.

REGULATIONS FOR THE PROVISION OF CLOTHING AND NECESSARIES FOR DISEMBODIED REGIMENTS OF MILITIA.

1. THE following regulations will supersede all previous regulations and orders, and shall be invariably observed, except in cases of urgent and

unavoidable necessity, which should be reported immediately to the Secretary of State for War.

All previ Regulatio supersede

CLOTHING FOR PERMANENT STAFF.

2. Every non-commissioned officer, trumpeter, drummer, or bugler on the permanent staff of a disembodied regiment of militia will be supplied with the following articles of clothing at the undermentioned periods.

Articles o Clothing supplied, and Perio of Duratio

3. The articles to be furnished to each man are as follows:—

ARTILLERY CORPS.

Dress Clothing.

One busby, plume, and plume case,	Every ten years.
One tunic,	Every alternate year.
One pair of cloth trousers,	Every alternate year.
One pair of leather leggings,	Every five years.
One pair of boots,	Annually.

Fatigue Clothing.

One jacket,	Every alternate year.
One pair of cloth trousers,	Every alternate year.
One forage cap complete with chin strap,	Every alternate year.

ORDINARY AND RIFLE CORPS.

Dress Clothing.

One shako,	Every five years.
One tunic,	Every alternate year.
One pair of cloth trousers,	Every alternate year.
One pair of leather leggings,	Every five years.
One pair of boots,	Annually.

Fatigue Clothing.

One jacket,	Every alternate year.
One pair of cloth trousers,	Every alternate year.
One forage cap complete and with chin strap,	Every alternate year.

The 1st Lanark Regiment wear trews instead of trousers

The Highland Corps wearing trews will receive the same as ordinary regiments, trews being substituted for trousers, and bonnets for shakos.

THE HIGHLAND CORPS WEARING THE KILT.

Inverness Highland Light Infantry.	*Ross Highland Rifles.*	
One tunic.	One tunic.	Biennially in kind.
One white waistcoat.	One rifle jacket.	
One pair of shoes.	One pair of shoes.	
One kilt.	One kilt.	Every five years, but a money allowance in lieu will be granted biennially as follows:—
One purse and belt.	One purse and belt.	
One pair of trews.	Two pairs of trews.	
Two glengarries.	One bonnet.	
Four pairs of hose.	Four pairs of hose.	

Staff Serjeant,	£3 17 10
Serjeants,	1 19 4
Buglers,	1 6 10

4. The foregoing regulations are framed on the clear understanding that every non-commissioned officer, trumpeter, drummer, or bugler on the permanent staff will receive on appointment a part-worn suit either of dress or fatigue clothing which has been worn by his predecessor (or predecessors) for one year. Should that suit be dress clothing, he will receive on enrol-

rticles of lothing upplied nd Periods f Duration.

ment a new suit of fatigue clothing, and *vice versâ;* but should there be no part-worn clothing in store which can be altered or made available, then new clothing is to be supplied.

CLOTHING FOR ENROLLED VOLUNTEERS.

5. The following articles will be supplied to enrolled volunteers:—

Artillery Corps—Dress Clothing.

One busby, plume, and plume case, . .	To last ten trainings.
One tunic, ...	To last five trainings.
One pair of cloth trousers, ...	To last five trainings.

Fatigue Clothing.

Two jackets, ...	To last five trainings.
Two pairs of trousers, ...	To last five trainings.
One forage cap complete and with chin strap,	To last five trainings.

Ordinary and Rifle Corps—Dress Clothing.

One shako, ...	To last five trainings.
One tunic, ...	To last five trainings.
One pair of cloth trousers, ...	To last five trainings.

Fatigue Clothing.

Two jackets, ...	To last five trainings.
Two pairs of serge trousers, ...	To last five trainings.
One forage cap complete and with chin strap,	To last five trainings.

The First Lanark Regiment wear trews instead of trousers.

The Highland Corps wearing Trews will receive the same as ordinary regiments, trews being substituted for trousers, and bonnets for shakos.

THE HIGHLAND CORPS WEARING THE KILT.

Inverness Highland Light Infantry.	*Ross Highland Rifles.*	
One tunic.	One tunic.	To last five trainings.
Two white waistcoats.	Two rifle jackets.	To last five trainings.
One kilt.	One kilt.	Money allowance in lieu every fifth year. Serjeants, . £2 13 0 Volunteers, . 1 17 0
One purse and belt.	One purse and belt.	
One pair of trews.	Two pairs of trews.	
Two glengarries.	One bonnet.	
Two pairs of hose.	Two pairs of hose.	Money allowance in lieu to each Non-commissioned Officer and man present at the training, 3s. 5d.

Band Clothing.

6. *Band Clothing, Dress and Fatigue, for one Serjeant and twenty Rank and File* will be supplied to each regiment, the establishment of which amounts to five hundred rank and file, and this clothing will be required to last the same periods as other clothing issued to enrolled volunteers.

Greatcoats.

7. A greatcoat will be supplied to every non-commissioned officer, trumpeter, drummer, bugler, and private.

The greatcoats of the permanent staff will be required to last ten years, nd of enrolled volunteers fifteen years.

For providing and sewing on collars and chevrons to a serjeant's great-coat, 1*s.* 6*d.* will be allowed in ordinary regiments, and 2*s.* in artillery, light infantry, rifle, and Highland corps. Collars and Chevrons, Allowances for sewing on.

For providing and sewing on chevrons to a corporal's greatcoat, 4*d.* in ordinary regiments, and 8*d.* in artillery, light infantry, rifle, and Highland corps, chevrons being worn on both arms in the services for which the higher rates are given.

These charges are to appear in the pay list, as directed in paragraph 15.

Sashes.

8. A sash will be supplied to each staff and other serjeant.

The sashes of the staff and other serjeants on the permanent staff will be required to last ten years, and of the enrolled volunteer serjeants fifteen years.

Artillery and rifle corps will not be supplied with them.

Colours.

9. Thirty pounds will be allowed for the provision of a pair of colours, complete with belts and cases; and half that sum for one colour, belt, and case. They will be required to last thirty years. When new ones are necessary, the officer commanding a regiment should apply to the Secretary of State for War for the allowance and designs, reporting the date at which the allowance for the worn-out colours was received; and when the allowance is authorized, it is to be charged in the pay list as directed in paragraph 15.

10. All clothing will be supplied made up, and forwarded to the head-quarters of each regiment, and a sum not exceeding— Allowances for Alteration of Clothing.

2*s.* per suit of permanent staff dress clothing,
1*s.* per suit of enrolled volunteers' dress clothing,
6*d.* per suit of both permanent staff and enrolled volunteers' fatigue clothing,

will be allowed for alteration and re-alteration of returned clothing when re-issued in those cases where it is indispensable.

These charges will be admitted for the permanent staff in the non-training pay list, and for the enrolled volunteers in the training pay list, if accompanied by the certificate of the commanding officer that the alterations charged for were necessary, and the receipt for the money by the person who performed the work.

11. The three suits of clothing specified in paragraph 5 are intended to last five trainings; and as it is of great importance that the non-commissioned officers and men should always be in possession of one dress suit and one fatigue suit, the officer commanding will apply for the second suit of fatigue clothing referred to in that paragraph whenever he may consider the same necessary, it being clearly understood that the articles issued are not to exceed the three suits allowed for five trainings. Duration of Wear of Clothing.

12. After the permanent staff dress and fatigue clothing shall have been worn the prescribed periods, it may be given to the non-commissioned officers, trumpeters, drummers, or buglers; and when the clothing of the enrolled volunteers has been worn the prescribed period, it may be taken away at the end of the training by the non-commissioned officer or man in whose wear it has completed its duration. When Clothing may be taken away

Permanent Staff—Necessaries.

13. The after-mentioned articles of necessaries will be supplied to every non-commissioned officer, trumpeter, drummer, or bugler on the permanent Articles of Necessaries and when Renewed.

Articles of Necessaries, and when Renewed.

staff, and, with the exception of the knapsack, mess tin, and cover, boots (or shoes), shirts, and socks, will be renewed every five years.

The knapsack, mess tin, and cover will be renewed every fifteen years; the boots (or shoes), shirts, and socks will be renewed at each training, except that which takes place during the year in which the non-commissioned officers, trumpeters, drummers, or buglers of the permanent staff have been appointed or re-appointed, and in the event of their enrolling or re-enrolling after the training, they are not to receive them again at the following training.

List of Necessaries.

(The prices of which are affixed to enable officers commanding regiments credit the value of losses, and for their information in demanding supplies payment.)

Articles.	Number of each allowed.	Price.	
Boots, pair of,	1	9*s.*	0*d.*
Blacking, tin of,	1	0	1½
Braces, pair of,	1	0	10
Brush, button (except in rifle regiments),	1	0	7½
Ditto, clothes,	1	0	11
„ shaving,	1	0	4
„ shoe, pair of, consisting of one blacking, 5*d.*, one polishing, 9*d.*,	1	1	2
Button, brass (except in rifle regiments),	1	0	1½
Comb,	1	0	2½
Holdall,	1	0	5
Knapsack, complete with straps,	1	9	4
Knife, fork, and spoon, sets of, k. 2½*d.*, f. 2*d.*, s. 2½*d*,	1	0	7
Mess tin and cover,	1	1	2½
Mitts, pair of (except for artillery),	1	0	9
Razor and case,	1	0	4½
Shirts, cotton,	2 each	2	1
Shoes (in kilted regiments), pairs of,	1	8	4
Soap, piece of,	1	0	1
Socks, worsted, pairs of (except in kilted regiments),	2 ℔ pr.	0	10
Sponge (except in rifle regiments),	1	0	8½
Stock,	1	0	6½
Towels,	2 each	0	10

Additional Articles to Artillery Regiments.

Bag, canvas, and hooks,	1	1	8
Ditto, shaving,	1	0	1½
Brush, hair,	1	0	10
Gloves, leather, pair of,	1	2	0½
Knife, pocket,	1	0	8

Enrolled Volunteers.—Necessaries.

14. The articles enumerated in paragraph 13 will also be issued to every enrolled volunteer on his first joining for training, and, with the exception of the knapsack, mess tin, and cover, boots (or shoes), shirts, and socks, will be renewed after every fifth training.

Knapsack.

The knapsack, mess tin, and cover will be renewed after every twentieth training.

Boots, Shoes, and Socks.

The volunteers will be allowed to take away the boots (or shoes), shirts, and socks *at the expiration* of each training, and these articles will be supplied by the public at the commencement of every succeeding training.

15. The sum of one halfpenny will be admitted as a charge against the public for marking each greatcoat, and article of dress and fatigue clothing, and of necessaries (the knapsack and straps being counted as one article, the mess tin and cover also as one). Marking

The boots (or shoes), shirts, and socks are to be marked at the expense of the non-commissioned officer, trumpeter, drummer, bugler, or volunteer to whom they are issued; but the charge for so doing must not exceed one halfpenny for each article.

The charge for marking defrayed by the public, whether for the permanent staff or enrolled volunteers, is to appear in the non-training pay list, vouched by the certificate of the officer commanding and the receipt for the money of the person who performed the work.

16. All articles of clothing and such of the necessaries as are issued once only during the five years' service are to be numbered from 1 upwards consecutively, throughout a regiment, and not by companies or by the regimental number of the men, and are to be marked with the initial of the regiment and date of issue. Each non-commissioned officer and man will thus have a common number for every article in his possession. This number should be inserted in red ink on the upper left-hand corner of his ledger sheet. All articles of clothing and necessaries which belonged to a non-effective man must, on re-issue to another man, be re-numbered, by placing the new number under the old, and by drawing a line across the latter, to cancel, but not to efface it.

17. As every article is required to last a prescribed period, part-worn articles belonging to men who have become non-effective are to be re-issued, and should last the prescribed period in actual wear. Re-issue Articles partly Worn.

18. Any non-commissioned officer, trumpeter, drummer, or bugler of the permanent staff, or enrolled volunteer, who may be re-appointed for a second term of five years' service, will be provided with a complete new kit; or should the kit in possession, or any portion thereof, be in the opinion of the officer commanding sufficiently good to last the further period of service, the money value of the articles, as laid down in the priced list (paragraph 13), may be paid to the non-commissioned officer or man re-enrolling, in lieu of the issue in kind, and charged for in the non-training pay list if for a member of the permanent staff, and in the training pay list if for an enrolled volunteer. Re-appoi ments.

19. All requisitions for the annual supplies of clothing and necessaries, accompanied by size rolls, should be transmitted in duplicate on the prescribed printed forms (*vide* Forms 860, 863, 867), to the Secretary of State for War, within two months after the expiration of each training, and due application should be made for the forms in question. Annual Requisiti

20. At the expiration of each training the clothing and necessaries are to be taken into store, and the pockets, &c., searched, in case lucifer matches or other articles should have been left therein, and a return transmitted to the Secretary of State for War, showing the number of garments which require to be repaired, and an estimate of the cost for the same; and should the clothing, &c., be in such a state of dirtiness as to render fumigation, or any special mode of cleansing, necessary (but which ought never to be requisite in a well-organized regiment), an estimate of the expense at which the service can be performed is to be forwarded also; and should the charges be authorized, they are to appear in the non-training pay list, vouched by the authority in original and the receipt of the person who performed the work. Repairs Cleansin

21. Greatcoats, knapsacks, mess tins, and covers will never be allowed to be taken away by either the permanent staff or enrolled volunteers, but should be retained in the regimental store, at the expiration of their periods Articles which ar never to Allowed be taken away.

Articles which are never to be Allowed to be taken away.

of duration, as prescribed in paragraphs 13 and 14, and a board of officers should survey them, and a copy of their proceedings be transmitted to the Secretary of State for War, on receipt of which directions as to their final disposal will be given.

Articles Lost or Destroyed.

22. The value of any articles of clothing or necessaries, the property of the public, which may be lost or destroyed, should be credited in the non-training pay list if recoverable from the permanent staff, and in the training pay list if from an enrolled volunteer. For prices of articles of clothing see Form No. 851, and for necessaries see paragraph 13.

Necessaries required to replace Losses or otherwise.

23. Any necessaries which may be required whether for issue to the permanent staff or enrolled volunteers, either on their first joining or to replace losses, should be obtained by requisition on the Secretary of State for War, and if for the latter purpose, credit according to the prices quoted in paragraph 13 should be given in the pay lists according to the service—*i.e.*, if for the permanent staff, in the non-training pay list, and if for enrolled volunteers, in the training pay list.

Examination of Articles on Receipt.

24. Immediately after the receipt of articles from the public stores they should be examined by the adjutant and quarter-master, and if any deficiency or damage is found to exist, a report should be forwarded at once to the Secretary of State for War, and in the event of this direction being neglected, a complaint made at a future date will not be entertained.

Barrels and Packing Cases, Disposal of.

25. Barrels and packing cases in which clothing, necessaries, and boots have been received, when emptied, should be returned (as "empties") to the station whence they were received (if the facilities for so doing exist); and if not, they should be handed over to the nearest military storekeeper or barrack-master, and a report of their descriptions and numbers made to the Secretary of State for War, in order that directions may be given to the War Department officer for their receipt.

26. All communications to the Secretary of State for War are to be made in duplicate and on half margin.—C.N.

HERBERT.

W. O. Circ., 748. 1*st April*, 1862.

Care and Preservation of Arms.

IT having been represented to the Secretary of State for War, as desirable, that a few general directions should be issued relative to the care and preservation of arms belonging to regiments of disembodied militia and enrolled pensioners, Sir George Lewis has been pleased to sanction the circulation of the annexed rules for the information and guidance of officers and others in charge of such arms.

B. HAWES.

RULES *and* REGULATIONS *to be adopted in the care and preservation of Arms belonging to Enrolled Pensioners, Disembodied Militia, &c.*

1. The store for these arms should be a thoroughly dry and well-aired building, kept well white-washed, clean, and perfectly free from moth or worm-eaten timber.

2. The arms, previously to being put into store, after the periodical exercise and training, should be carefully examined and thoroughly cleaned and oiled. For this purpose the barrels, locks, and even the guard and trigger plates, should be removed from the stocks.

3. During the period the arms are in store they should be examined occasionally, say every four months, the barrels wiped out and oiled, and the *locks*, if found to act stiffly, also cleaned and oiled.

4. Previous to the arms being re-issued for training they should be carefully examined, more especially with regard to the cleanness of the barrels and free action of the locks. All barrels should be wiped out before firing, and well washed, wiped out, and oiled after. Too much care cannot be bestowed in keeping the inside of the barrels perfectly clean and uninjured, as the efficiency and precision of the arms are entirely dependent upon this. Care and Preservation of Arms.

5. It is of the utmost importance not to allow *brickdust or any other gritty substance* to be used in cleaning out the inside of the barrels.

6. The locks of the arms when *in use* should be taken to pieces and thoroughly cleaned and oiled at least once every two months, and in fact whenever they are found, on examination, to act stiffly. In cleaning and oiling the locks particular attention should be paid in wiping and oiling the various frictional parts, such as the axle hole of the lock plate, the shank and pivot of tumbler, &c.

7. The maintenance of the arms in a thoroughly efficient state mainly depends upon their being frequently and carefully examined, more especially after having been used in wet weather.

8. In wet weather the arms should invariably be cleaned immediately after the men return to their quarters.—A.

W. O. Circ., 774. HOME. 15*th July*, 1862.

SIR,—With reference to Article 10, page 8, of Circular 694, dated 27th June, 1861,* I am directed by Secretary Sir George Lewis to acquaint you that, in future, should you be desirous of receiving the dress and fatigue clothing of the *permanent staff* of the regiment under your command "in material," it will be so supplied on your making a remark to that effect in the last column of your demands on Forms 860 and 863; or, should such demands have been already sent in, by addressing a communication to this office, expressive of your wish; and the following sums will be allowed for making up the several garments, and should be charged in the manner directed by Article 10:— Making up Clothing.

	Tunics.	Jackets, or Waistcoats.	Trousers or Trews.	Kilts.
	s.	s.	s.	s. d.
Serjeant Major, ... Quarter-master Serjeant, . Drum, Trumpet, Bugle, or Pipe Major, ... Serjeant Instructor of Musketry, ...	9	6	4	1 6
All other ranks, ...	7	5	2	1 0

I am also to acquaint you that the allowance for *alteration* sanctioned by the before-mentioned article is *not to be* drawn for the *alteration* of any suits thus supplied, except in the instance of their re-issue to non-commissioned officers or men for whom they were not originally issued and made up, and I am further to state that this permission does not extend to the enrolled volunteers.—C.

I have, &c. EDWARD LUGARD.

To the Officer Commanding the —— Regiment of Militia.

* 51—*Militia—Gen.* No. 1113.

H. G. Circ. Mem., 271. AT HOME AND ABROAD. *14th July*, 1863.

Enlistment of Volunteers.

REFERRING to the Circular Memorandum (Recruiting Department) dated 14th June, 1860, the Field Marshal Commanding in Chief desires to call the attention of the army to the annexed circular, addressed by the Secretary of State for War to commanding officers of militia regiments, by which it will be seen that the sum of 18*s.* 6*d.*, which is required to be paid by militiamen who receive releases from their existing engagement to enable them to enlist into the regular army, may, from the date of that letter, be made up by a daily stoppage of 1*d.* from their line pay, instead of by an immediate deduction from bounty, as at present; and that all who receive bringing-money for enlisting a militiaman in any other than the legal manner will be required, on the detection of such fraudulent enlistment, to refund the amount received.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

War Office, 25th June, 1863.

Sir,—I have the honour to inform you that, with a view to the further prevention of fraudulent enlistment of militiamen into the army, I have, in concurrence with His Royal Highness the Field Marshal Commanding in Chief, decided that any soldier who may hereafter receive bringing-money or other reward for enlisting a militia volunteer otherwise than in the legal way shall, on the detection of the volunteer, be required to refund the amount received.

2. It has also been decided that men who obtain the permission of their commanding officer previously to enlisting shall be allowed the option of refunding the payment required by the Circular of 14th June, 1860 (an extract from which is hereto annexed), by a stoppage of line pay at the rate of 1*d.* a day, instead of by an immediate payment as at present, thereby enabling them to receive their line bounty in full.

3. To provide for the recovery of the militia bounty and enrolment expenses, which the volunteer will be required to refund by daily stoppages from his line pay, the militia adjutant should notify to the War Office, and to the paymaster of the regiment, depôt battalion, or corps to which the man is sent after enlistment, the amount of the expenses which he is liable to repay; and the paymaster should credit, under the head of "Extra Receipts," the sums recovered on that amount in the proper forms in his quarterly pay lists.

4. Any sums now remaining due by militiamen who have previously joined the regular forces may be recovered in like manner.

5. I have to add that the provisions of this circular are to be also applied to the cases of men who enlist into the Royal Marines.

I have, &c. DE GREY AND RIPON.

To Officers Commanding Militia Regiments.

EXTRACT.

"But it is to be clearly understood that in all such cases the men will be required to refund 18*s.* 6*d.* to cover the bounty and other expenses incurred on their enrolment; also any balance of bounty they may have received in advance on account of their first engagement, if re-attested for a second."—E.

W. O. Circ., 858. *29th April*, 1864.

Washing Hospital bedding, &c.

SIR,—I am directed by Earl De Grey and Ripon to acquaint you that the hospital bedding and clothing used during the training of the regi-

ment under your command may, whenever necessary, be washed, and the expense incurred on that account, not exceeding the following rates, charged by the adjutant in his training pay list, vouched by receipts:— Washing Hospital Clothing

Sheets,	2*d.*	per pair.
Rugs,	4	each.
Gowns,	4	,,
Waistcoats,	2	,,
Bolster Cases,	1	,,
Sackings,	2½	,,
Blankets,	4	,,
Palliasses,	3	,,
Counterpanes,	4	,,
Caps,	6¾	,,
Trousers,	2½	a pair.
Round Towels,	1	each.

I have, &c. HARTINGTON.

The Officer Commanding —— Militia.

H.

MISCELLANEOUS REGULATIONS.

W. O. Circ., 378. HOME. 25*th Jan.*, 1859.

Military Train Forage.

SIR,—I am directed by Secretary Major General Peel to inform you that, upon the representation of the General Commanding in Chief, he has authorized the issue of 2 lbs. of oats and 2 lbs. of hay in addition to the ordinary forage ration for military train horses whilst kept at constant and regular hard work in the transport of stores, baggage, and building or other materials; and to state that on such issues being made, a special certificate, showing the necessity of this extra forage, should be attached to the monthly forage return, War Office Form 15.—M. I have, &c. B. HAWES.

The Officers Commanding and Commissariat Officers.

H. G. Gen. Ord., 750. 11*th May*, 1860.

Officers from Abroad.

ALL general and field officers returning from foreign service are requested to report themselves personally to the Adjutant General, with a view to their being introduced to His Royal Highness the General Commanding in Chief, should he desire to see them.—O.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 69. HOME. 15*th Sept.*, 1860.

Harvesting.

THERE will be no objection on the part of His Royal Highness the General Commanding in Chief to commanding officers permitting a certain number of men to assist in the harvest, on being applied to for such assistance.—H. By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 80. AT HOME AND ABROAD. 22*d Oct.*, 1860.

Marriage of Soldiers.

HER MAJESTY having, by a recent warrant, largely extended the indulgences conferred upon the married soldiers, His Royal Highness the General Commanding in Chief requests that officers commanding regiments will use their best endeavours to secure these benefits for deserving soldiers.

His Royal Highness has reason to believe that in some instances these advantages have been conferred upon men of indifferent character, to the prejudice of those who, by their good conduct and length of service, have established a claim to these indulgences.

It is the duty of commanding officers most carefully to consider these claims, and when deserving soldiers cannot be admitted on the strength of their corps as married men, their applications should be registered.—M.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 148. AT HOME AND ABROAD. 19*th Aug.*, 1861.

Transfers.

HIS Royal Highness the General Commanding in Chief desires that, in compliance with the provisions of the 52d and 53d Clauses of the Mutiny Act, every soldier transferred from one corps to another shall receive from the officer commanding the corps which he leaves a transfer certificate accord-

ing to a form, a supply of which will be transmitted from the War Office, for insertion in the soldier's pocket ledgers. This certificate is to be in lieu of the second paragraph at page 13 of the ledger.—T. Transfers.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 802. *7th Jan.*, 1862.

HIS Royal Highness the General Commanding in Chief directs that when a non-commissioned officer or soldier has been deprived of his arms, either prior to an investigation or when undergoing punishment for an offence, they shall not be restored to him except by an order from the officer commanding his company or other superior officer.—A. Discipline.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 133. INFANTRY. *12th Feb.*, 1862.

IT having come to the knowledge of the General Commanding in Chief that in some regiments men are still selected for flank companies, His Royal Highness desires that this practice may be immediately discontinued. Assimilatio of Companies.

In those regiments where the companies are not equally sized and interchangeable, the flank companies are to be broken up and distributed through the battalion.

To ensure this, His Royal Highness desires that the several companies shall stand on parade habitually, according to the seniority of the captains, from flanks to centre, viz., the senior captain on the right, next senior on the left, and so on.

General officers are requested to see the above strictly attended to, and they will be pleased to insert a certificate to that effect in their confidential reports.—C.

By Command. A. HORSFORD, *Dep. Adj. Gen.*

H. G. Circ. Mem., 273. HOME. *16th July*, 1863.

REFERRING to paragraph 4, page 272, of "The Queen's Regulations and Orders for the Army," His Royal Highness the Field Marshal Commanding in Chief is pleased to direct that in future the last post of watch-setting is to sound, for all arms, at 9·30 P.M. from the 1st May to the 30th September, and at 9 o'clock from 1st October to 30th April, in all garrisons and barracks, unless specially ordered otherwise by the general officer commanding, who will report his reasons for any change.—W. Watch Setting.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 847. *28th April*, 1864.

HER Majesty the Queen having been pleased to approve of a new pattern greatcoat with detached cape for officers of the foot guards and infantry generally, His Royal Highness the Field Marshal Commanding in Chief desires that officers requiring new greatcoats will procure them of this pattern, which is to be introduced into the service gradually, so as not to involve unnecessary expense. Dress Regulations.

The pattern is deposited in the officers' pattern room at the Horse Guards.—G.

By Command. JAMES YORKE SCARLETT, Adj. Gen.

H. G. Circ. Mem., 304. AT HOME AND ABROAD. *7th July*, 1864.

Religious Persuasions.

HIS Royal Highness the Field Marshal Commanding in Chief, with the concurrence of the Secretary of State for War, is pleased to direct that every recruit on first joining the head-quarters or depôt of the regiment in which he has been enlisted, shall be distinctly asked if he is a Roman Catholic, an Episcopalian, a Presbyterian, or other Protestant; and that the answer be recorded in the man's pocket ledger, duly attested by his signature or witnessed mark.—R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

ORDNANCE.

W. O. Circ., 506. *22d Nov.*, 1859.

Inspection of Ordnance

HIS Royal Highness the General Commanding in Chief having concurred with Mr. Secretary Herbert in the desirability of a more complete examination of the ordnance, mounted or on service at home and abroad, being made at the inspections, in order that the decision respecting it may be founded on satisfactory data, the enclosed directions are issued for the guidance of all officers concerned.

To Royal Artillery and Storekeepers. B. HAWES.

Directions to be attended to in the Examination of Ordnance at Out-Stations.

18th Oct., 1859.

NOTE.—No measurement or examination of any part of a gun to be made until that part has been thoroughly scraped and cleaned.

1. Scrape and clean the exterior of the piece. Old swords should be issued for this purpose.

2. Carefully examine the exterior of the piece. Register the number, marks, and weight. If any flaw or defect is discovered, the dimensions and position of the same to be recorded.

3. Strike the ends of the trunnions, breaching loop, and cascable two or three smart blows with a hand hammer, in order to see that these are sound.

4. Have the bore thoroughly scraped with a circular spring scraper, and afterwards cleaned out with a hard, round, and turk's-head brush, to remove all scales, rust, and dirt.

For guns with chambers, a balloon scraper is necessary. For bottoms of bore, a fore-right scraper.

If the bore is much corroded, elevate it, fill it with water, and let it remain for three or four days. Remove the water, clean the bore with a hard round brush, and let it dry before using the scraper.

5. Examine the bore with a mirror. A small lamp or candle fixed on the end of a rod may be used if the mirror cannot be employed.

6. Search the bore with spring searchers. If holes or flaws are discovered in the bore, their dimensions and distance from the face to be recorded. The impression of them may be taken by fixing a composition on a small upright pricker fixed to a rod, and pressing it into the hole.

The composition consists of—2 Beeswax, 1 Treacle, 1 Soft Soap, } boiled together.

7. After the vent has been well cleaned with a vent scraper, gauge it with the instrument provided for that purpose. The highest gauge that passes down the vent determines its size. It is important that the bottom of the vent should be taken by the pricker and composition, and its dimensions recorded, care being taken to note any fissures extending beyond the vent in the metal of the gun as shown on the impression.

8. In taking the diameter of the bore great care is necessary, in order to obtain the accuracy requisite for this measurement.

9. The length of the gun is the horizontal distance between the rear of the base ring and the face of the piece.

spections Ordnance.

10. In determining whether guns are serviceable, repairable, or unserviceable, much will depend upon their position and the service required of them. If important and likely to be much used, the same should be mentioned in the return, or the reverse, as the case may be.

11. Guns specially used for drill purposes should also be mentioned.

12. In describing the condition of the bore after it has been thoroughly scraped and cleaned, the terms rough, very rough, and honeycombed, according to its condition, should be made use of.

13. If honeycombed, the depth and position of the parts in that condition should be mentioned.

Instruments, &c., necessary for the Examination of Ordnance at Out-Stations.

1. Spring scrapers, according to the nature of the ordnance.
2. Balloon scrapers for chambers.
3. Fore-right scrapers for bottom of boxes.
4. Half-round scrapers for the curve at the bottom of the bore, also for bores of mortars.
5. Spring searchers, according to the nature of the ordnance.
6. Common prickers on rods for determining the dimensions of holes and the bottoms of vents.
7. Mirror.
8. Small tin lamp and rod for examining the bore (candle may be used).
9. A vent scraper.
10. A set of vent gauges.
11. A rule with diagonal scale.
12. Hard round brush (according to nature of ordnance).
13. Turk's-head brush.
14. Inside callipers.
15. Wax, treacle, and soft soap (boiled together).
16. Oil for lamp.
17. Old swords for scraping the exterior.—I.

F. Eardley Wilmot.

W. O. Circ., 673. Home and Foreign. *5th April*, 1861.

n rriages, agons, l Military ain Carts.

The existing arrangements for the painting and repair of the gun carriages, wagons, and carts belonging to the Royal Artillery, and the wagons and carts of the military train, as well as for the painting and lacquering the various natures of ordnance and carriages in position, together with the platforms, shot, shell, and shot furnaces in charge of the commanding officer of the Royal Artillery, having been under consideration, Lord Herbert has decided, with the concurrence of His Royal Highness the General Commanding in Chief, that the following revised regulations shall be observed in the performance of these duties in future:—

1. All gun carriages, wagons, and carts in charge of the horse and field brigades, royal artillery, and military train, are to be painted with one coat of paint and lettered annually.

This service is to be performed at home in the spring, and abroad at the *expiration of the summer season*, and, as a general rule, is to be executed by the wheelers of the battery or corps.

2. All guns, &c., forming the armament of fortresses and garrisons, are to be lacquered and painted biennially; but should it be found on inspection that guns, &c., mounted on the seaface of works are in a bad state from exposure to the spray of the sea, they should be lacquered and painted every

year, instead of once in two years, as at present. On this point, considered as a question of expense, a sound discretion is to be exercised.

Gun Carriages, Wagons, and Milita Train Cart

3. The painting and repairing the garrison gun carriages in charge of the Royal Artillery, and the lacquering and anti-corrosioning the ordnance, shot, shell, &c., is to be performed under the orders of the commanding officer of artillery, instead of by the military storekeeper as heretofore.

4. Whenever it may be deemed of sufficient importance that guns and carriages, from their prominent positions, should be rendered less conspicuous to an enemy, or to protect the wood work of the carriages from the sun, commanding officers of artillery are authorized to demand green or stone colour paint, resembling the face of the work, as may be most suitable for the purpose of their respective stations, reporting at the same time the reasons which render such colours preferable. In the absence of any special application to the contrary, the ordinary colour will be supplied.

5. The work connected with garrison guns should, as far as possible, be performed by the artificers of the garrison batteries, assisted by competent gunners, and the work superintended by an intelligent non-commissioned officer. Working pay will be allowed according to the Queen's Regulations, page 285, to the non-commissioned officers, artificers, and gunners employed on this service.

6. The pay lists will be drawn up and certified as prescribed by Horse Guards Circular of the 11th August, 1859 (Working Pay—1—1859), and War Office Circular No. 475.

7. In the case of the horse and field brigades, Royal Artillery, and battalions of the Military Train, whenever it may be found absolutely necessary to employ other soldiers or workmen, whether for services to field or garrison guns, &c., in addition to the paid artificers of the corps (which would involve a claim for working pay), a special representation of the circumstances which render such employment indispensable is to be made, before any such expense is incurred, *if at home*, to the Adjutant General, who will, *if it is absolutely necessary to incur the expense of working pay*, transmit it to the Under Secretary of State for War; and, *if abroad*, to the general officer commanding the troops, for authority to incur the expense.

8. The military storekeepers will provide in their *estimates* for such *labour* as may probably be required, and in their *annual demands* for the *materials* required in repairing, painting, coating, lacquering, and anti-corrosioning of all guns, field and garrison, mounted and dismounted, with their carriages, wagons, carts, platforms and appurtenances, shot furnaces, shot, and shell.

9. To enable the military storekeeper at each station to frame his estimate for labour, and regulate his demand for material, the officers commanding the Royal Artillery in the district and battalions of Military Train will furnish him annually, not later than the *first* week in *September*, with a *statement* of the quantities of the different materials they will require, together with a return of the numbers and nature of the guns, carriages, platforms, shot, shell, &c., in their respective charge, which will require painting, lacquering, &c., in the following financial year.

10. At *home* stations the commanding officers of artillery will forward their *demands* for such materials as will be required, accompanied by a *statement* of the stores to be painted or lacquered, &c., to the deputy adjutant general of artillery at the Horse Guards in the month of *December*, for transmission before the 31*st March*, to the Secretary of State for War, who will then give the necessary instructions to the military storekeepers of the respective districts for the issue.

11. In like manner and at the same periods the officers commanding battalions or detachments of the Military Train will send their *demands* and statements direct to the colonel commanding the corps, for transmission to the War Office.

Gun Carriages, Wagons, and Military Train Carts.

12. At *foreign* stations the officers commanding will make their demands upon the military storekeeper under the authority of the general officer commanding.

13. The rules regarding the painting and lacquering, &c., of the guns, carriages, platforms, shot, and shell, &c., in charge of military storekeepers, will remain as at present prescribed in the Home Regulations (Ordnance) of 1855.

14. Except under very peculiar circumstances, which should be reported, the Royal Engineer Department will cease to perform this duty.

15. In order to enable the commanding officers and military storekeepers to calculate the quantities of material to be demanded annually and provided in the estimates, six statements of the proportions of paint, putty, brushes, tools, &c., are* *annexed* for their information and guidance.

The foregoing regulations are substituted for those under-mentioned:—

General Orders.		*Home Regulations.*
10th March, 1851.	C—823.	Article No. 575, page 145.
10th Nov., 1851.	E—1549.	,, No. 576, page 146.
23d Aug., 1852.	C—3624.	,, No. 577, page 146.
14th Nov., 1825. 9th Nov., 1829.	A—1673.	,, No. 579, page 146.

Circular Orders.

No. 276. No. 277.	26th June, 1858.	54—Artillery, 1395.
No. 322. No. 323.	24th Sept., 1858.	54—Military Train, 562.
No. 537.	20th Jan., 1860.	54—Artillery, 4326.

Also, paragraph 19 of the Royal Artillery General Regimental Orders, No. 410, dated Horse Guards, 28th September, 1859.—A.M.

B. HAWES.

W. O. Circ., 676. HOME AND FOREIGN. *8th April*, 1861.

Accidents in Firing Cast Iron Guns.

SIR,—It having been considered desirable, with a view to prevent the occurrence of accidents by firing cast iron guns, to lay down certain definite rules on the subject, for the guidance of all officers having charge of cast iron ordnance:

I am directed by Lord Herbert to transmit to you the enclosed code of regulations,* which have been prepared for that purpose, with the concurrence of His Royal Highness the General Commanding in Chief and the Lords of the Admiralty, and to request that the instructions embodied therein may, so far as they relate to your particular branch of the service, be strictly carried out.—A.

I am, &c. B. HAWES.

The Officers Commanding Royal Artillery, Military Storekeepers, Inspectors of Warlike Stores, &c., &c.

W. O. Circ., 707. HOME AND FOREIGN. *22d Aug.*, 1861.

Preservation of Cast Iron Guns.

IT being necessary that the greatest possible care should be taken for the preservation of the bores of cast iron guns, the Secretary of State for War desires that in future all land service guns which are in situations where they are rarely if ever exercised, all sea service guns which are in cabins and sick bays, together with all guns in store, are to have their bores lacquered, or painted, as lacquer may not always be available, and care taken that they are kept in a proper state.

*May be obtained upon application at the War Office.

Preservation of Cast Iron Guns.

It is not considered necessary that guns which are in constant use should be lacquered in the same manner as those above referred to, but it is desirable that they should be occasionally coated in the interior, near the muzzle, to preserve them from corrosion.

It is to be understood that the foregoing rules do not prevent any relaxation of the usual precautions now observed in regard to the preservation of cast iron ordnance.—G. ALEX. T. TULLOCH.

W. O. Circ., 725. HOME AND FOREIGN. 11*th Nov.*, 1861.

Annual Return of Ordnance.

THE Secretary of State for War has decided that the accompanying form (W. O. F. 1475) shall in future be used for the purpose of showing the annual state of cast iron ordnance at home and abroad, in lieu of War Office Form No. 1318, annexed to Circular 676 of the 8th April last.

A form of return (W. O. F. 1476) is also annexed, which is to be used for the purpose of showing the state of wrought iron ordnance.

These returns are to be sent in together from those stations at which both natures of ordnance are mounted.

It is essential that a careful record should be kept of every round fired with projectiles, in order that these returns may be accurately compiled. B. HAWES.

To Officers Commanding Royal Artillery, Superintendents of Stores, and Inspectors of Warlike Stores.

An Annual Return of Cast Iron and Brass Ordnance in Charge of ——. W. O. F., 1475.

Name, ——. Rank, ——. At ——. Date, ——.

AN ANNUAL RETURN of the State of Cast Iron and Brass Ordnance, showing the condition of the Vent and Bore, and the number of Rounds fired from each Gun. ——, 186—.

Descriptive Marks					Weight			Length.				Condition of					Sentence.				Number of Rounds fired with Projectiles.				Received from		Returned or Issued to		
Foundry.												Vent.				Bore.	← ○ > ⊭ > +												
													Diameter.																
Number on Trunnion.	Letters.	Date.	Register Number on Reinforce.	Cipher or Badge, if any.	Cwt.	Qrs.	Lbs.	Feet.	Inches.	Nature.	Date of Last Examination.	Iron, Copper, or not Vented.	Through Gauge.	At Bottom.	Extent of Fissures round the Vent, measured from the centre.	Examiner's Remarks.	Serviceable.	For Cone Venting.	Through Venting.	Unserviceable.	Previously reported.	Since last Report.	Total.	In Store, or whether Mounted, and where placed, in Ship or Fortress.	Station, &c.	Date.	Station, &c.	Date.	Remarks.

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An Annual Return of Wrought Iron Ordnance in Charge of ——. W. O. F., 1476.

Name, ——. Rank, ——. At ——. Date, ——.

AN ANNUAL RETURN of the State of Wrought Iron Ordnance, and of the number of Rounds fired from each Gun.

——, 186—.

Descriptive Marks.			Weight			Nature.	Date of last Examination.	Condition of			Sentence. ← R +			No. of Rounds fired with Projectiles.			In Store, or whether Mounted, and where placed, in Ship or Fortress.	Received from		Returned or Issued to		Remarks.
Number	Letters.	Date.	Cwt	Qrs.	Lbs.			Bore, specifying any important flaws or dents.	Breech Screw.	Vent Pieces.	Serviceable.	Repairable.	Unserviceable.	Previously reported.	Since last Report.	Total.		Station, &c.	Date.	Station, &c.	Date.	

R.

W. O. Circ., 859. HOME AND FOREIGN. *30th April*, 1864.

THE following lists* are to be substituted by direction of Earl de Grey and Ripon for those contained in Circulars 673 and 755.—A.M.

EDWARD LUGARD.

* May be obtained on application at the War Office.

ORDNANCE SELECT COMMITTEE.

W. O. Circ., 27. HOME AND FOREIGN. 1*st Jan.*, 1857.

Claims of Inventors

IN consequence of difficulties which have lately been experienced in deciding on the extent of claims of individuals in regard to their inventions, the Secretary of State for War, by a Minute, dated the 2d December, 1856, directed, as a standing regulation of the office, that all communications in such cases between private individuals and the War Department shall be made in writing, and that no agreement shall be entered into without the previous sanction of the Secretary of State, such agreement being also in writing, in order that it may be duly recorded.—I.

B. HAWES.

W. O. Circ., 490. 13*th Oct.*, 1859.

RULES FOR THE GUIDANCE OF THE ORDNANCE SELECT COMMITTEE.

Rules for Committee

1. THE Ordnance Select Committee will meet as a rule on Mondays, Wednesdays, and Fridays; but the president is empowered to call more frequent meetings, if necessary, or dispense specially with any meeting, should there be no business to bring before the committee on a particular day, or should the members be occupied on other public duties.

2. No member is to absent himself from any meeting of the committee without obtaining leave of absence from the president, should circumstances permit a previous application.

3. The president is empowered to grant leave of absence for not more than a fortnight. For any longer period, application must be made, through the president, to the Secretary of State.

4. The committee may recommend for adoption any improvements in existing patterns which it may deem desirable, and for this purpose may receive the suggestions of its members, on notice in writing being given to the president at a previous meeting. But when any member of the committee is desirous of submitting an original invention of his own, it is to be forwarded to the Secretary of State for War, by whom it will be referred, if necessary, for the consideration of the committee, in which case the proposer of such invention will be disqualified from attending the committee when it is under consideration, except for the purpose of explaining his invention or improvement.

No proposal emanating from any other quarter than the above is to be considered by the committee, unless referred to it by the authority of the Secretary of State.

The secretary to the committee will inform all persons communicating directly with the committee on the subject of new propositions or inventions, that their application must, in the first instance, be addressed to the Secretary of State for War, who will give such directions thereupon as he thinks fit.

5. When propositions and inventions are referred to the Ordnance Select Committee by the Secretary of State for War, the secretary is to communicate with the proposer or inventor, requesting such further explanations, with drawings or models, as may be necessary, or as, under the circumstances, he may be willing to afford.

Rules for Committee.

6. The original papers, containing descriptions of inventions brought before the committee, are to be retained at the ordnance select committee office.

7. The majority of votes is to determine the decision of the committee, the president or acting president having a casting vote. In all cases, however, it should be stated to the Secretary of State for War whether the committee are unanimous in their decision, and, in case they are not unanimous, the names of the members assenting and dissenting should be attached to the notification of the decision to the Secretary of State for War, who will have the opportunity of calling for the reasons that have actuated either the majority or minority, if he see fit. Should the president see no objection, a member dissenting may append his reasons for so doing.

8. At every meeting of the committee, the minutes of business transacted at the previous meeting are to be read and signed by the president or acting president.

9. The subjects are to be brought forward in the order of their importance, in the opinion of the president.

10. The registers relative to the business of the committee are to be laid on the table at each meeting.

11. The minute book is to contain an accurate account of the manner in which the business is disposed of.

12. Should the committee desire an opinion from any head of a manufacturing department, or other officer of the Royal Arsenal, or a professor or master of the Royal Military Academy, the secretary, by direction of the president, will refer to such officer, who, in his reply, will be expected to state briefly the grounds for his advice, opinion, or decision. The committee will, in like manner, apply direct to heads of departments for statistical or other information for which they have occasion; or for drawings and tracings; but if the demand be such as cannot be complied with without inconvenience or considerable expense, these officers will be at liberty to refer the question to the Secretery of State for authority.

13. All papers describing inventions, and all propositions which are to come before the committee, will be first minuted by the secretary, with any observations which may be useful in their consideration.

14. A register of all inventions, with the names of the inventors, is to be kept, showing the date of their reference to the committee by the Secretary of State, and how disposed of.

15. All reports are to be made in double columns, setting forth briefly on opposite sides of the page the reasons for and against an invention, thus:—

Advantages claimed by the Inventor.	Remarks by the Committee.

16. Communications to the War Office are to be addressed to the Under Secretary of State for War.

17. The committee is authorized to carry on experiments either at the expense of an inventor or that of the public, without the previous sanction of the Secretary of State. A report of every such experiment is to be made within fourteen days after the decision of the committee to undertake it, accompanied by a statement of the probable or actual cost.

18. The president of the Ordnance Select Committee is authorised to obtain from the several departments in the Royal Arsenal such assistance as may

be necessary for the purpose of carrying on the experiments and practice, in accordance with rule 17. Rules fo Commit

Stores are to be obtained by requisition on the principal military storekeepers at the Tower and Woolwich.

19. Quarterly abstracts of proceedings of the committee are to be made to the Secretary of State for War.

The annexed forms are used by the committee.—a.

B. HAWES.

W. O. Circ., 491. 13*th Oct.*, 1859.

1. MISAPPREHENSION having frequently arisen as to the rules of the War Office with respect to inventions which are brought under its consideration, it is deemed expedient to apprise inventors that the Ordnance Select Committee has been appointed by Her Majesty's Principal Secretary of State for the War Department to examine and report upon all inventions or improvements relating to the implements or munitions of war, which from time to time he may think proper to submit to the consideration of the committee. Memora dum for Inventor

2. An investigation will be made by the committee into the merits of any invention only upon the terms and conditions stated in this memorandum, which terms and conditions must be held to be binding upon every inventor whose invention is submitted by him to the committee.

3. The inventor must leave with the secretary of the committee a written description, model, or specification of his invention, and should it be thought desirable to subject it to experimental trial, he must, when required by the secretary, deliver at Shoeburyness, or other place named to him, a specimen corresponding with the description.

4. The inventor will be required to state:—

I. The results intended to be attained by his invention.

II. The estimate cost of the invention or improvement in a state to be introduced into the service.

III. The sum which he requires, either—

1*st.* For the assignment of the invention or patent to the Secretary of State for the time being;

2*d.* For a license, if patented, and afterwards for the manufacture and supply of the invention as finally approved.

5. The inventor must attend at his own expense any meetings of the committee to which he may be summoned, and give all information and answer all questions then and there put to him by the committee, for the purpose of illustrating or explaining his invention.

6. The inventor will bear all damage or injury that may arise to any of his specimens delivered to the committee.

7. The committee do not undertake to order a trial of any invention, unless the experiments are likely, in their judgment, to lead to beneficial results; nor do they undertake to order experiments, in any case, at the public cost. Before, however, any experiments are undertaken by the committee they will apprise the inventor of the time and place of doing so; and if the experiments are to be made at his cost they will name the sum to be deposited by him with the committee to cover the expenses thereof. The inventor will be permitted to be present at all experiments made at his cost.

8. In the event of the adoption into the service of the invention, the descriptions, drawings, or models, which have been furnished by the inventor will be retained by the ordnance select committee as the property of the department.

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9. In the event of rejection, drawings or models will be considered as the property of the inventor, and will be returned to him, on his making application for the same within two months after the date of the notification of the rejection of his proposal. The committee will, however, have the option of retaining copies of the same, for purposes of record. The period within which application for the return must be made will be extended in the case of foreign inventors, according to circumstances.

10. The Secretary of State does not undertake to purchase at the price named, or at any other price, any invention offered to him under the terms of this memorandum.—I.

B. HAWES.

W. O. Circ. Mem., 14. 12*th March*, 1860.

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THE recommendations of the Ordnance Select Committee, contained in the report of that body, No. 572, dated 23d January, 1860, having been approved of by the Secretary of State for War, by letter dated War Office, 15th February, 1860, (Gen. No. 5—1665), the report in question is promulgated for general information and guidance.

By Command. G. A. WETHERALL, *Adj. Gen.*

ORDNANCE SELECT COMMITTEE, No. 572. 23*d Jan.*, 1860.

Present:—Colonel J. St. George, C.B., R.A.; Captain Sir W. Wiseman, Bt., R.N.; Colonel Robinson, R.E.; Colonel Greathed, C.B., h. p. Unatt. Lieut.-Colonel F. A. Campbell, R.A., *Acting Secretary.*

SUBJECT:—Colonel Colquhoun's raised Racers for Traversing Platforms.

With reference to letters dated War Office, 30th August, 1859 (Gen. No. 5—1099), and 5th December, 1859 (Gen. No. 5—1393).

Remarks by the Committee.

The committee have carried on a series of experiments to test the efficiency of raised racers and hollow soled trucks as substitutes for pivots with traversing platforms.

The committee, in their report (No. 170), dated 29th August, 1859, recommended the introduction of this system with the new casemate platform, and, from the result of the experiments recently carried out, are now in a position to recommend its general adoption.

The committee beg leave to forward a memorandum, showing the number of rounds fired from traversing platforms, fitted with hollow soled trucks, with new flange arrangement (as per drawing*), upon raised racers. It will be seen that every position has been tested except with radii of racers, due to a pivot rear behind chock; but the racers due to the pivot rear before chock having been so thoroughly tested, there can be no doubt with reference to the before-mentioned position.

The committee beg leave to make the following recommendations—viz.:

1st. That raised racers and hollow soled trucks with new flange arrangements be substituted throughout the service for the present pivots with traversing platforms in all positions.

2d. That the following radii of racers be adopted in the service, to be distinguished alphabetically:—

1. Casemate platform or dwarf platform. Imaginary pivot about the muzzle of the gun. { Front, 5′ 3″ / Rear, 16′ 6″ } A

* To be had on application.

Report on Colquhoun' Racers.

2. Dwarf platform. Radii of racers same as with the ordinary front pivot at present in use. } Front, 1′ 10″ / Rear, 12′ 10″ } B

3. Dwarf platform. Radii of racers the same as with the centre pivot at present. } Front and Rear. } 6′ 1″ C

4. Dwarf platform. Radii of racers the same as with the present intermediate pivot. } Front, 9′ 0″ / Rear, 3′ 4½″ } D

5. Dwarf platform. Radii of racers the same as with the pivot rear before chock. } Front, 10′ 8½″ / Rear, 2′ 2″ } E

6. Dwarf platform. Radii of racers as with pivot rear behind chock. } Front, 12′ 10″ / Rear, 2′ 2″ } F

3d. The committee recommend that spare trucks be supplied in the proportion of ten per cent.

The trucks are all of the same construction (except the fore trucks for the casemate platform, which are of special construction), and can be easily altered to suit any radius. Care should be taken that they are of one uniform pattern.

The racers are 1¾ inches in thickness, and let into the stone three-quarters of an inch, leaving a clear inch above.

The committee suggest that the system be called "Colquhoun's System of raised Racers and hollow soled Trucks," as it was the proposition of the late Colonel Colquhoun, and the success of the system is due to his exertions, ably seconded (after his decease) by the present superintendent, Royal Carriage Department.

(Signed) J. St. George.

Memorandum showing the number of Rounds fired from Platforms without Pivots, with hollow soled Trucks on raised Racers; Curves of Racers due to various methods of pivoting.

23d January, 1860.

Nature of Platform.	Curves due to Position of Pivot.	Radii of Racers. Front.	Radii of Racers. Rear.	Nature of Gun from which fired.	No. of Rounds.	Total No. of Rounds.
		ft. in.	ft. in.			
Low Casemate	Imaginary front pivot nearly under muzzle of gun, . . .	5 3	16 6	68 pr. 95 cwt.	100	100
Dwarf Traversing	Imaginary front pivot in throat of embrasure, ...	5 4	16 4	68 „ 112 „	3	3
	Imaginary front pivot about 10 inches from muzzle of gun, . .	4 4	15 9½	68 „ 95 „	200	200
	Ordinary front pivot, .	1 10	12 10	„	185	185
	Centre pivot, . .	6 1	6 1	„	100	100
	Intermediate pivot, .	9 0	3 4½	„	100	100
	Rear before chock pivot,	10 8½	2 2	32 pr. 58 cwt.	408	841
				68 „ 95 „	181	
				68 „ 112 „	187	
				10 in. 86 „	10	
				Lancaster 10 in. 100 cwt.	55	
	Total Number of Rounds fired, . . .					1,529

C. J. St. George.

H. G. Circ. Mem., 21. *2d April*, 1860.

In accordance with a communication from the War Office, dated Addenda W.O.C.

Addenda to G. O. C. M. 14

28th March, 1860 (84—General No. 307), it is directed that the front radius of platform A, in Circular, General No. 14, dated 12th ultimo (p. 3, line 20), be altered from 5′ 3″ to 5′ 0″.—C.

By Command. W. F. Forster, *Dep. Adj. Gen.*

H. G. Circ. Mem., 63. 31*st Aug.*, 1860.

Report on Martin's Shells.

The annexed reports from the Ordnance Select Committee, relative to Martin's liquid iron shells, are promulgated for the information and guidance of officers of artillery.

Further experiments have been ordered to be carried on, with the view of ascertaining—

1st. The maximum charge the shells will stand.
2d. Their effect against fascines, gabions, platforms, and carriages.
3d. Their fitness for enfilading works.
4th. Their effect when filled one hour before being discharged.

By Command. James Yorke Scarlett, *Adj. Gen.*

Ordnance Select Committee.

Committee Minute, No. 1216. *Report, No.* 856. *7th June*, 1860.

Present:—Colonel St. George, C.B., R.A.; Captain Sir W. Wiseman, Bt., R.N.; Colonel Robinson, R.E.; Colonel Greathed, C.B., h. p. Unatt.; Lieut.-Colonel F. Campbell, R.A. Colonel Lefroy, R.A., *Secretary.*

Subject:—Martin's Liquid Iron Shells.

Remarks by the Committee.

The committee beg to forward, for the information of the Secretary of State, a *precis* of the experiments carried on with these shells, between the 1st April, 1856, and the present time; together with remarks contained in the minutes of the committee after each experiment, and in two letters addressed to the Secretary of the Admiralty by Captain Hewlett, of H. M. Ship "Excellent." From the successful nature of the experiments carried on with 10-inch shells of this construction, filled with molten iron, at Shoeburyness, on the 19th April, 1860, the committee recommend their introduction into the service.

8-inch Martin's shells, filled as above, were introduced into the service by Lord Panmure's order in October, 1857.

No shells of this description have been tried for the 56 and 42-pounder guns.

The experiments carried on by the committee with shells of this construction for 32-pounder guns have hitherto been unsatisfactory, and they cannot, therefore, recommend their introduction into the service at present; but they think it desirable, before finally settling this question, that further experiments should be made with these shells against an actual ship's side; the targets made for the committee, although representing a ship's side, wanted the oakum and pitch used for caulking a ship's side and decks, and were, consequently, not near so inflammable as a ship would be. The committee recommend that the Admiralty be requested to cause some experiments with these shells to be made by Captain Hewlett, of H. M. Ship "Excellent," against an old ship.

With regard to the mode and extent of issue of these 10 and 8-inch shells, the committee recommend that they should be issued in boxes with metal screw plugs in the filling holes, that they should be stored in a dry place, and the attention of the officers, in whose charge they may be, called to the

necessity of keeping the interior thoroughly dry, on account of the danger which would arise from the presence of moisture whilst pouring in the liquid iron. Report on Martin's Shells.

They should be issued to all coast batteries at home and in the colonies, to which ships can approach within 1,000 yards.

The shells, when filled, are to be brought up to the gun on a hot shot bearer, and placed in the gun, wads being used as with hot shot.

The 8-inch shells should never be fired until they have been filled four minutes, for they are liable to burst in the gun; they appear to be most effective when filled between five and eight minutes—after fifteen minutes the iron becomes solidified, but the shell will still act as a hot shot, and does not appear to alter its form even after being filled one hour. The same remarks appear to apply to the 10-inch shells, but the number of rounds of this nature that have been fired is not sufficient to furnish a precise rule. The charge used by the committee with the 10-inch shells (filled and weighing 115 lbs.) was 8 lbs., the elevation necessary to throw the shell 400 yards was 2°, or about four times the elevation required to throw its own shell of 84 lbs. that distance with a 12 lbs. charge.

The committee do not recommend higher charges than 8 lbs. for the 10-inch gun with these shells filled.

The charges used for the shells (filled and weighing 59 lbs.) with the 95 cwt. 68-pounder, have been 10 lbs., 8 lbs., and 6 lbs.: the practice up to 600 yards was very good, and the elevation nearly the same as for its own shot of 68 lbs. weight, with the above charges.

The committee recommend that charges not exceeding 10 lbs. be established for 10-inch guns for the present, with Martin's shells, and that a charge not exceeding 8 lbs. be used with the 8-inch gun of 65 cwt.

In concluding this report, the committee beg leave to recommend that authority be given them to carry out the following experiments with these shells:—

1. Shells to be fired from a 95 cwt. 68-pounder, commencing with 16 lbs. charges, at a butt, or old vessel, at a distance of 1,500 yards. If the shells will not stand the 16 lbs. charges, the charge to be reduced 2 lbs. at a time, until the maximum charge the shells will withstand is ascertained.

2. Shells to be fired from a 65 cwt. 8-inch gun at 1,000 yards and 800 yards, with a charge of 8 lbs.

3. 10-inch shells to be fired from a 10-inch gun, with 8 lbs. charges, at 800 and 600 yards.

4. Shells to be fired at fascines, gabions, platforms, and carriages, to ascertain the effect of the liquid iron upon them. A few to be fired to ascertain its destructive effect for enfilading works.

5. A few shells to be filled for one hour, carefully gauged every quarter of an hour, and fired (if retaining their form) at the end of the hour: this last experiment is desirable, as the results of the only two shells fired after being filled near one hour are very different. An 8-inch shell filled one hour was fired in the Marshes on the 1st April, 1856, lodged in the butt, and set it on fire as a hot shot. An 8-inch shell fired from H. M. Ship "Excellent," on 17th September, 1859, after being filled 45 minutes, broke up in the gun. These shells were both fired with the same charge.

In Captain Hewlett's report of the practice against the "Serpent," 17th September, 1859, with these shells from a 95 cwt. 68-pounder, 10 and 8 lbs. charges, distance 750 yards, he makes the following remark:—"The flight of these shells is very uncertain, owing to their being eccentric. I think that a considerable number of them would be lost at ranges of 800 or 1,000 yards."

As this was the first practice that had been carried on from the "Excellent,"

port on rtin's lls.

the committee think it possible that the shells were not quite filled up, which would account for their eccentricity, and consequent erratic flight. It is very necessary that these shells should be quite full, and as the iron settles down in the shell a little, a moment after it is poured in, it is better to fill up a second time.

TABLE showing Diameter and Weights of Martin's Shells.

Nature of Gun.	Thickness of Shell.		Diameter of Shell.		Weight.		Quantity of Molten Iron.	Diameter of Filling Hole.	Thickness of Coating Inside.	Proposed Charge.
	Bottom.	Sides.	Empty.	After being filled eight minutes.	Empty.	Filled.				
	Ins.	Ins.	Ins.	Ins.	lbs.	lbs.	lbs.	Ins.	Ins.	Not to exceed.
68-pounder, .	1·0	·5	7·86	7·875	33	59	26	1·2	·25	10 lbs.
8-inch, . .	1·0	·5	7·86	7·875	33	59	26	1·2	·25	8 lbs.
10-inch, . .	1·7	·9	9·8	9·84	70	115	45	1·2	·30	8 lbs.

The Ordnance Select Committee consider that the question as to what number or proportion of Martin's liquid iron shells should be supplied for each 10-inch gun, 8-inch gun, and 68-pounder in coast defences, is one which can best be settled by the special committee, under Colonel Lake, Royal Artillery, which is now engaged in revising the Confidential Circular of 1853, on the subject of armaments, and therefore abstain from expressing any opinion upon it.

With reference to the supply of cupolas. As the number of cupolas required will depend upon the number of and calibre of the shells liable to be filled, no rule can be given for their supply, and the committee consider it sufficient to recommend that one cupola of the pattern last tried at Shoeburyness, but with the improvements subsequently authorized (24, 5, 60, 79, M. 223), be furnished as early as possible to each detached work of coast defence at home, and to each fortress abroad, leaving further supplies to the discretion of His Royal Highness the Commander in Chief, when the number of shells has been determined.

The 8-inch Martin's shells, filled, weigh about 59 lbs., and the 10-inch shells about 115 lbs., neither of which weights agree with those of any other projectiles of those calibres, and the charges being also reduced, special range or practice Tables for them will be required. The data in possession of the committee at present are not sufficient to furnish the proper elevations for different ranges, but they will do so hereafter.

(Signed) J. ST. GEORGE.

The following are the Results of Experiments made with Mr. Martin's Shells filled with Liquid Iron.

1*st April*, 1856.—Eleven shells were fired from a 95 cwt. 68-pounder, with charges from 10 lbs. to 6 lbs. Eight rounds at a wooden bulkhead, and three rounds at masonry. Range, 600 yards.

The shells were carefully gauged before and after filling.

	Inches.	Expansion.
Diameter of shell before filling, . .	7·87	...
,, one minute after filling, .	7·88	0·01
,, eight minutes after filling, .	7·885	0·15
,, one hour after filling, . .	7·95	0·08

The wooden bottom commenced charring 3 m. after the shell was filled;

bottom in flames in 15 m.; of the eight shells fired at the wooden bulkhead with 8 lbs. charges, six broke up and fired the bulkhead more or less, one struck short and entered the bulkhead *en-ricochet*, and set it on fire as a red-hot shot. This shell had been filled one hour when it was fired, and although it had been rolled about its shape remained unaltered. Report Martin' Shells.

One shell filled 6 min. and another 4½ m. appear to have been the most effective in this practice.

At the eighth round the bulkhead was burned down. Three rounds were fired at masonry with 10, 8, and 6 lbs. charges; the shells broke, and the iron was seen streaming out in every direction.

9th December, 1856.—The bulkhead fired at on this occasion does not seem to have been constructed in a proper manner; the supports were much shattered by the *first* shell, and the whole of the bulkhead above the shores was knocked away by the *second*.

Twelve shells were fired with 10 lbs. charges. Range, 600 yards. A shell was filled to test its expansion; it was gauged as follows:—

	Inches.	Expansion.
Diameter when cold, ...	7·835	...
,, 15 m. after filling, . .	7·860	0·025
,, 30 m. after filling, . .	7·855	0·030
,, 45 m. after filling, . .	7·860	0·025
,, one hour after filling, . .	7·855	0·020
Greatest expansion, ...		6·030.

After the *twelfth* round the firing was discontinued in consequence of the unsuitable construction of the bulkhead.

Of the twelve shells fired, five struck the bulkhead, four broke, a sheet of flame was observed when they broke, but they failed to ignite the bulkhead. The shell which struck without breaking had been filled 5 m., but it appears merely to have grazed the upper corner. Three shells grazed short and broke; four missed the bulkhead.

The wind was blowing strong across the range during the practice.

One of the shells found whole at the butt, having been covered with chips and broken portions of the bulkhead, set fire to them in about two minutes.

The shells that broke and showed the greatest sheet of flame had been filled from 5 m. to 7 m. 30 s.

4th April, 1857.—A bulkhead was constructed for this experiment, representing the section of a 36-gun frigate, both sides of the ship, and part of the main and upper decks being included:—

Nine shells were fired from a 68-pounder, 95 cwt., two at 600 yards, charge 6 and 8 lbs., time filled 9 m. and 12 m., section on fire in two places, but easily extinguished by a few buckets of water; large pieces of the iron from the shell which had been filled 12 m. were found lying on the deck: they had taken the form of the shell. Two at 600 yards, 6 and 8 lbs. charges, time filled 13 m. and 15 m.; these two shells appear to have lodged without breaking—the first in the butt after *ricochet*, the second in the section. Smoke was observed coming up the hatchway after this shell struck, but it probably acted as a red-hot shot.

Two at 600 yards, same charges, time filled 12 m. and 9 m.; both these shells struck the section. It is not stated that they broke up, but the last one must have done so, as a great deal of smoke was apparent, and on examination the section was found to be on fire in several places, but most seriously in the bulkhead, into which it was necessary to open a passage with axes, and then apply the rear fire engine to extinguish the fire.

Two rounds at 400 yards, charge 6 lbs., time filled 10 m. and 12 m.; both these shells struck the section, and it was found to be on fire in three places.

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No note is made of their having broken up in the report of practice, but it seems likely they did.

Two red-hot shot were fired with 6 lbs. charges at 600 and 400 yards; they both passed through the section and lodged in the butt.

One of Mr. Martin's shells was fired at the bulkhead covered with iron plates at the 400 yards' range; the shell on striking broke to pieces; the iron was scattered laterally to a distance of 150 yards. It rained during the experiment, and the section was very wet. Mr. Kershaw's cupola was used for melting the iron; time from lighting the fire to running the metal was 50 minutes; the cupola being in full work, and fresh metal thrown in, will run in 20 minutes.

29th May, 1857.—Twelve of Martin's shells, filled with liquid iron, were fired at the section of a frigate, distance 600 yards, charges 6 and 8 lbs., from a 95 cwt. 68-pounder gun:—

Three common shells, filled with molten iron and three red-hot shot, were also fired. Seven of Martin's shells struck the section; time filled from 8 m. to 16 m. Three that had been filled 8 m., one with 6 lbs. and the other two with 8 lbs. charges, broke and ignited splinters of timber. Two that had been filled 12 m. and 14 m., fired with 6 lbs. charges, passed through front bulkhead without breaking, lodged in the rear bulkhead, igniting the timbers.

Two, filled 14 m. and 16 m., with 8 and 6 lbs. charges, passed through both bulkheads into the butt without breaking.

Five, filled from 9 m. to 19 m., missed and went into butt; charges 8 and 6 lbs.

The three common shells, filled 6 m., 5½ m., and 3 m., with 6 and 8 lbs. charges, passed through both bulkheads without breaking.

Of the three red-hot shot with 6 lbs. charges, two passed through both bulkheads without firing them; one missed.

2d September, 1857.—Eight of Mr. Martin's shells filled with liquid iron were fired at the same section with a charge of 6 lbs. from a 95 cwt. 68-pounder, distance 600 yards:—

The first shell was filled 7 m. before firing, the other four shells 2 m.

They all struck the section and broke; smoke and flames were observed to issue from the section after each shell broke up. After the fifth round, the fire in the section was observed to be getting so much a-head that it was decided to cease firing for a time and put it out. An engine provided for the purpose was employed, but the efforts made were unavailing, and the entire section was destroyed.

16th November, 1859.—Experiments were carried on at Shoeburyness, at the section of a 36-gun frigate erected for the purpose; gun 56 cwt. 32-pounder.

Kershaw's cupola, and the small steam engine used at former experiments, were provided for heating the metal: the cupola having been heated, the metal was put in and was ready for running in 20 minutes. Twenty-seven of Martin's shells filled with molten iron were fired.

The first *five* rounds were fired with 8 lbs. charges, the time filled being 7 m., 8½ m., 10 m., 11 m., and 13 m.; they all seem to have broke on striking—the last three shells were red hot when put into the gun. The section was examined after the fifth round, and found to be on fire; the fire was easily extinguished by the aid of a small fire engine; some of the liquid iron having run down between the timbers, it was found necessary to cut some of the wood work away, to get at it with the hose. The fifth shell, which had been filled 13 minutes, broke on striking, but the contents were quite solid.

Six more shells were fired with 6 lbs. charges; the first one, filled 1 m., broke at the muzzle of the gun; the other *five*, filled from 2½ m. to 3½ m.,

broke on striking the section. The charge was then reduced to 6 lbs. The *first* shell, fired with this charge and filled 1 m., broke at the muzzle; another shell, filled 2 m., broke at the muzzle. Fourteen more shells, filled from 2½ m. to 4 m., were fired with 6 lbs. charges. Thirteen of them struck the section and broke up, one grazed short and broke on graze. Report on Martin's Shells.

The bulkhead was examined after the *fifteenth*, *twenty-fourth*, and *twenty-seventh* rounds; the section had not been set on fire.

6-inch shells, empty, weighed,	. .	12 lbs. 10 oz.
,, filled, ,,	. . .	28 ,, 2 ,,
Diameter, empty,	. . . . .	6·158 inches.
,, filled,	. . . . .	6·183 ,,

15*th December*, 1859.—Fifteen Martin's shells, filled with liquid iron, were fired at the section of the 36-gun frigate, at Shoeburyness, from a 32-pounder 58 cwt. gun, distance 400 yards:—

Fifteen rounds were fired with 6 lbs. charges; time filled 9 m. to 3 m. One shell broke up at the muzzle, filled 3 m. Twelve hit the section, three of them on the part covered with iron plates; most of those that struck broke up. After the *fourth* round the section was on fire between the timbers; the fire was easily extinguished. It was again on fire after the fifteenth round, but was easily extinguished; axes had to be used to get at the fire between the timbers. The contents of one shell were found entire on the beach, and fired splinters immediately on being placed in contact with them.

Three of Martin's 8-inch shells, filled with molten iron, were then fired from a 68-pounder gun, 95 cwt., range 400 yards, charge 8 lbs., time filled 5 m., 8 m., and 4 m. The first shell set the section on fire, but it was easily extinguished; the *other two* shells grazed short and burst on graze.

16*th December*, 1859.—Ten of Martin's shells, filled with liquid iron, were fired from a 32-pounder, 58 cwt., charge 5 lbs., at the section of the frigate, distant 400 yards; time filled from 3 m. to 8 m.

All these *ten* shells appear to have struck the section, and *all* broke up but *one;* the section was slightly on fire, but was easily extinguished.

Ten shells, filled as before, were then fired at the section with 4 lbs. charges, from the same gun, time filled from 4½ m. to 2½ m.; they all struck the section. Three struck the part covered with iron plates and broke up, six struck the wooden portion of the section and broke, and one that had been filled 2½ m. passed right through the section. The section slightly on fire, but easily put out.

Twelve shells, filled as before, were then fired from the same gun, with 6 lbs. charges, at 800 yards, to test precision of fire. Two targets were placed on the sea wall, it being considered desirable to preserve the remains of the section for further experiments.

Two of these shells, filled 3 m., broke in the gun.

The practice with the remainder was as good as with round shot; charge 6 lbs., elevation 1⅓°.

The supply of metal was good throughout these experiments. The metal ran 20 m. after being put into the cupola.

27*th April*, 1860.—Twenty of Martin's 10-inch shells, filled with liquid iron, were fired, at Shoeburyness, at the section of the 36-gun frigate, distance 400 yards, from a 10-inch gun of 86 cwt., with charges of 8 lbs.:—

The *first six* were fired at the part of the frigate covered with iron plates of various thickness.

Three struck iron plates of 1½ in. and 2 in., time filled 11 m., 7 m., and 7½ m. They all broke up, breaking away and forcing in large portions of the plates, much of the broken shells and molten iron passing through into the

Report on Martin's Shells.

section and setting it on fire. One, filled 8 m., struck the top of rear bulkhead and fell unbroken into the sea. One, filled 8 m., struck the right edge of the rear of the section and broke up, setting it on fire; portions of the metal spread 50 yards on each side. One, filled 8 m., passed through the hole made by a former shell, driving in a large piece of plate; the shell broke up, but did not set fire to the section.

Seven were then fired at the wood work; the whole of them struck the section. Two, filled 10 m., broke up and set the section on fire. One, filled 10 m., grazed the section and fell into the sea unbroken. One, filled 11 m., passed through both sides of the section without breaking. Two, filled 8 m., struck section and broke up, setting the rear of the section on fire. One, filled 8 m., struck the section and passed through without breaking up, although a large hole was knocked in it. It was recovered out of the sea, still retaining more than half of its contents.

Seven rounds were then fired at the iron plates, the wooden portion of the section being so much shattered as to offer insufficient resistance to break the shell. Four, filled from 8 m. to 10 m., struck the plates, broke up, and set the section on fire. One, filled 11 m., struck the shattered timber and passed into the sea unbroken. The practice does not record any particulars respecting two that were filled respectively 7 m. and 9 m., save that the *first one* struck the plates. The fire in the section was on each occasion easily extinguished.

After the cupola was heated, the metal was put in and ran in 20 m.

The whole of the above practice was carried on by the Ordnance Select Committee in their presence.

The following Practice has been carried on at Portsmouth, under the direction of Captain Hewlett, of H. M. Ship "Excellent."

15*th September*, 1859.—Eleven of Martin's 8-inch shells, filled with molten iron, were fired from a 95 cwt. 68-pounder, at the "Serpent," brig, distance 750 yards, charges 8 lbs. and 10 lbs.

Captain Hewlett remarks "that the brig had been so shattered with shot, and in so rotten a state, that, for want of resistance to break the shells, I hardly anticipated any success in the experiments, which, however, have proved satisfactory so far as they have gone, inasmuch that the only *two* shells which struck the brig in anything like a sound part broke up and set fire to her."

Of the eleven shells fired, two, filled 9 m. and 5 m. 30 s., struck the brig in sound part, broke up, and set her on fire. One, filled 6 m. 30 s., hit unsound part *en-ricochet*—did not break. Three, filled 10 m. 5 s., 14 m. 6 s., and 9 m., struck unsound wood and did not break. Four, filled from 6 m. to 15 m. 30 s., missed. One, filled 45 m., broke in the gun, charge 10 lbs. The two last shells, filled 15 m. 30 s., and 45 m., were fired with 10 lbs. charges, the remainder with 8 lbs.

24*th November*, 1859.—Five of Martin's 8-inch shells, filled with molten iron, were fired from a 68-pounder, 95 cwt., at the "Undaunted," frigate, distance varying from 200 to 350 yards. Four of them struck direct, time filled 4½ m. to 5 m.; they all broke up, setting the ship on fire. One struck *en-ricochet*, passed through the outer lining into the timbers, and lodged without breaking up, set fire to the ship, but the fire was easily extinguished. The fifth shell, fired at 350 yards, with 8 lbs. charge, set fire to the ship so effectually that, in spite of all endeavours to extinguish it, the fire gained ground so rapidly it was found necessary to sink her before it could be extinguished.

The "Stork," gun-boat, brought her fire engine to play upon the fire, and, *in addition*, there was a fire engine on board. The men were obliged to

abandon this latter after a short time, the heat of the fire became so great.

Report on Martin's Shells.

Abstract of Remarks made on former Occasions.

Sub-committee B. of the late Ordnance Select Committee report very favourably of the molten iron shells, after the practice on the 1st April, 1856, observing that "they consider the practicability of Mr. Martin's proposal, and the efficacy of the non-conducting material used to coat the interior of the shell, to have been fully established by the experiments made," &c.

On the 10th of February, 1858, the late committee reported that "it appears these shells are easily filled, that they are more easily handled and placed in the gun than hot shot can be, that in using them there is less danger of bursting the gun than with hot shot, and that their incendiary power exceeds that of hot shot."

Captain Hewlett reports, in a letter, dated the 17th September, 1859, addressed to the Secretary of the Admiralty, after trial against the "Serpent" brig:—"I am of opinion that these shells filled with liquid iron are more certain and destructive in their incendiary effects than red-hot shot, or any other missile at present known."

Again, on the 25th November, 1859, a letter addressed as before:—"I now beg to call their lordships' attention to the fact, that this trial appears to be a *very conclusive* one as to the immense effect and destructiveness of molten iron, when used against wooden ships; each of the five shells that struck the vessel fired the ship more or less, and the effect was that she was obliged to be sunk to prevent her being totally destroyed by fire."

(Signed) J. St. George.

Summary of Experiments.

Date.	Nature of Gun.	No. of Shells fired.		Total.
1st April, 1856,	68-pounder,	11	H.M.S. "Excellent." Committee.	8-inch Shells, 68.
9th December, 1856,	,,	12		
4th April, 1857,	,,	9		
29th May, 1857,	,,	12		
2d September, 1857,	,,	5		
15th September, 1859,	,,	11		
24th November, 1859,	,,	5		
15th December, 1859,	,,	3		
16th December, 1859,	32-pounder,	22	Committee.	32-por. Shells, 64; 10-inch Shells, 20.
27th April, 1860,	10-inch,	20		
16th November, 1859,	32-pounder,	27		
15th December, 1859,	,,	15		
		In all, 152		

[redacted]

PASSAGES.

W. O. Circ., 333. *6th Oct.*, 1858.

Officers' Horses.

SIR,—I am directed to inform you that Secretary Major General Peel has been pleased to decide that, when regimental officers and district and regimental rifle instructors who are allowed to draw forage, or a sum in lieu thereof, are proceeding to or from foreign stations (with the exception of India, Australia, China, Ceylon, and Mauritius), and intercolonially, under circumstances which entitle them to free passages, they shall be permitted to have the regulated number of horses actually required for the performance of their duties conveyed at the public expense.

This regulation, however, is not to extend to officers proceeding on sick or other leave of absence; and in every case in which officers are permitted to embark their horses, a certificate signed by the commanding officer should be appended to the claim for expenses.—H.

I have, &c., JOHN ROBERT GODLEY.

Officers Commanding and Commissariat Officers in Charge.

W. O. Circ., 340. *1st Nov.*, 1858.

N.-C. O. Colonial Corps.

SIR,—I am directed by Secretary Major General Peel to inform you that he has sanctioned—

1st. That European non-commissioned officers of the West India, Ceylon, and Gold Coast colonial regiments shall be granted free passages to and from this country after seven years' continuous foreign service.

2d. That the non-commissioned officers of the above corps, when unmarried or unaccompanied by their families, may be provided with passages in contract packets; but, when married, will be allowed free passages for themselves and their families, provided they can be accommodated in troop or hired freight ships.

3d. That the non-commissioned officers thus conveyed shall be subject to the usual stoppage for rations when on board ship.—N.

To Officers Commanding Stations and Commissariat Officers in Charge. I have, &c., B. HAWES.

W. O. Circ., 350. *29th Nov.*, 1858.

Officers Messing Sea.

SIR,—I am directed by Secretary Major General Peel to acquaint you that the contribution for messing to be paid by officers of all arms of Her Majesty's service, including officers of the cavalry and staff officers, for the entire passage to and from India to this country, whether proceeding by the overland or by sea route, is fixed at the uniform rate of £5 for each officer.

Officers travelling by sea between the colonies and India are to be charged at the following rates, viz.:—

Between India and the Cape of Good Hope, New South Wales, Mauritius, £3 2*s.* 6*d.* each.

Between India and Ceylon, 16*s.* 8*d.*

In the case of an officer who receives an allowance to find his own p[illegible] no such stoppage is required.—M. I have, &c., B. Ha[illegible]

To Officers *Commanding Regiments*, Paymasters, and Agents.

W. O. Circ., 351. 30*th Nov.*, 1858.

Officers' Female Servants.

SIR,—I am directed by Secretary Major General Peel to inform you that married officers accompanied by their families, if proceeding under circumstances which entitle them to passages at the public expense, will be permitted to embark female instead of male servants to the number of the latter allowed by regulation; but they will be held liable to defray the difference, if any, between the cost of the respective passages.—S.

I am, &c., B. HAWES.

To Officers Commanding and Commissariat Officers in Charge.

W. O. Circ., 381. 31*st Jan.*, 1859.

Officers' Servants.

THE Secretary of State for War has approved of the following rules, which are in future to be observed with regard to the passages of officers' servants:—

1. That general officers be permitted to embark three servants at the public expense.
2. That every staff officer of the rank of field officer, and every regimental field officer of cavalry, artillery, and infantry, who is required to keep a horse or horses for the performance of his public duties, be allowed conveyance for two servants.
3. That officers below the rank of field officer (with the exception of subalterns) be permitted to embark one servant.
4. That staff officers, adjutants, and district and regimental rifle instructors holding the rank of captain, be allowed to embark two servants, and those holding the rank of lieutenant or ensign one, when horses are actually embarked; but when horses are not embarked, those officers will be governed by Paragraph 3.
5. That all field officers of the Royal Engineers be permitted to embark two servants, and those below that rank one only.
6. That all medical, commissariat, store, and other officers of the civil departments of the army having relative military rank be permitted to embark servants according to such relative rank.
7. That the permission to embark servants at the public expense be contingent on the claim of the officers themselves to free passages.—S.

B. HAWES.

To Officers Commanding —— and Commissariat Officers.

W. O. Circ., 489. 12*th Oct.*, 1859.

War Office Employés.

THE Secretary of State for War, with a view to remove the anomalies which exist in the practice of issuing free rations on board ship to persons employed by this office, not being soldiers and their families, who come under the denominations of intermediate and steerage passengers, has decided that a small contribution shall henceforth be required from all.

The following scale has therefore been prepared, which will be the rule in future for the above classes of passengers:—

To Officers Commanding and Commissariat Officers in Charge Abroad. B. HAWES.

	Rates of Stoppage per Rations.	Wives.	Children above 2 Years Old.
Intermediate Passengers. Assistant Clerks, Temporary Clerks, Commissariat Storekeepers, Master Artificers, 1st and 2d, Warders of the 1st and 2d Class Military Prisons,	1s.	Free Passages and 4*d.* a day deduction for Rations.	2*d.* a day each.
Steerage Passengers, . . .	Soldiers' Stoppage.	Free Passages and 2*d.* a day deduction for Rations.	1*d.* a day each.

War Off Employd

W.

W. O. Circ., 534. 20*th Jan.*, 1860.

INSTANCES having occurred of late in which officers proceeding from one foreign station to another have met with considerable detention at intermediate ports, by which the public, as well as the individuals, have been put to much expense and inconvenience, I am directed by Mr. Secretary Herbert to desire that in all cases where officers ordered from one station to another cannot be provided with a direct passage, care may be taken not to send them on, or allow them to take passage to an intermediate port, until every precaution which circumstances or the nature of the service will admit shall have been used to guard against their detention at such intermediate port or ports being unnecessarily prolonged.—D.

Detentic Ports to avoided.

B. HAWES.

To Officers Commanding and Commissariat Officers in Charge Abroad.

W. O. Circ., 627. HOME AND FOREIGN. 30*th Aug.*, 1860.

1. THE arrangements under which the contribution for the messing of military officers and other public passengers on board ship, and also their families (when not in contract vessels), is brought to the credit of the public, having been under the consideration of Mr. Secretary Herbert, he has been pleased to direct that, from and after the 1st October next, the settlement for such contribution shall be exclusively effected at the termination of the voyage; no deduction as heretofore being made from the pay advanced on embarkation.

Messing Board Sh

2. At the termination of the voyage, the paymaster or agent of the regiment to which the officer belongs, or paymaster or acting paymaster of the depôt or detachment which he may first join, or other public accountant into whose payment the officer or other public passenger may be reported, will be held responsible for deducting from such person, and crediting in his public accounts, the amount of mess contribution which shall be shown to be due by the mess certificate to be produced by him.

3. Officers and others about to embark on board ship are to take care to provide themselves with the prescribed form of mess certificate, and to complete, or cause to be completed, the same in every particular, including the signature of the master or purser of the vessel, and of the officer commanding the troops on board, before going on shore, or of the officer himself when there is no commanding officer.

4. Military officers and other public passengers authorized to proceed in contract steam vessels, or proceeding on service without troops from one foreign station to another, or from port to port within the same command,

ssing on ard Ship.

under special contracts made by the commissariat, will be required, as at present, to pay to the owners for their families permitted to embark with them the sums for passage and messing prescribed in the contracts, of which notice should be taken in the certificate.

5. A copy of the form of mess certificate is annexed hereto, and all military accountants should forthwith obtain an ample supply of the form by application to this department.

B. HAWES.

MESS CERTIFICATE.—*W. O. Form*, 321.

I certify that while on board the —— a good and sufficient mess has been provided, during the periods and for the persons under-mentioned, in every respect according to the conditions of the Admiralty Regulations.

Officers or Public Passengers.			Embarked.		Disembarked.		REMARKS.
NAME.*	Staff or Regimental Rank or Description.	Age of each child (if any).	Where.	Date of first dinner meal taken on board.	Date of last dinner meal taken on board.	Where.	

The above is correct. ——, Master.

—— { Signature of the Officer Commanding the Troops on board, or, in his absence, of the Officer himself.

NOTE.—Should any person have been absent from the ship on duty, or from other unavoidable cause, the period of such absence, and the reason thereof, is to be stated in the column for remarks.

This certificate will be given to each officer or public passenger, so far as it relates to himself or his family, by the officer commanding the troops on board, in order to enable the paymaster, agent, or accountant, into whose payment they pass after disembarkation, to settle with them for their mess contribution, the whole amount of which is to be accounted for at the termination of the voyage, as directed by Circular No. 627, dated 30th August, 1860.

In the case of officers of the same regiment or department, and proceeding to the same station, their names may be included in one certificate, and entrusted to the senior officer mentioned therein.—M.

W. O. Circ., 699. FOREIGN. 31*st July*, 1861.

and O. ompany.

As Government passengers are no longer conveyed by the Peninsular and Oriental Company's steamers at reduced rates, the Secretary of State for War has decided that officers are not in future to be provided with passages to England in those vessels, excepting on duty under peculiar and special circumstances, which the officer commanding the troops, in the exercise of his discretion, may consider to require a speedy voyage; otherwise passages should be provided by the ordinary lines of trading vessels.

When an officer is permitted to engage his own passage he should receive a sum representing the cost the public would incur in providing conveyance at the average rate, less the contribution for messing for the duration of the

* The name of a wife, or child, or female servant, is to be written at full length, and to follow that of the husband, or parent, or mistress, as the case may be.

voyage; but the cost of a passage by the Peninsular and Oriental Company's route should in no case be issued.—P. P. and O. Company.

To General or other Officers Commanding, and Military Accountants, Foreign Stations. B. HAWES.

W. O. Circ., 775. HOME AND FOREIGN. 12*th Aug.*, 1862.

IN order to remove any misapprehension which may exist with regard to the grant of free passages to the children of officers of the Military Store Service, and of barrack-masters, under War Office Circulars 139 and 552, Sir George Lewis considers it necessary to issue the following regulations for future guidance:— Store-keepers' and Barrack-masters' Children.

Free passages will not be granted to the sons of officers of the Military Store Service, or of barrack-masters, who are above eighteen years of age, and residing with and dependent upon their parents, unless suffering from any bodily or mental infirmity. All such cases are to be submitted to the Secretary of State for special consideration. The unmarried daughters dependent on, and residing with, their fathers, will be granted free passages. —B.M. EDWARD LUGARD.

To Military Accountants, Store Officers, and Barrack-masters.

PAY AND ALLOWANCES.

1.—REGIMENTAL PAY.

VICTORIA R. *W. O. Circ.*, 214.

N.-C. Officers.

WHEREAS we have taken into our royal consideration the position of serjeants and other non-commissioned officers above the rank of corporal in respect of pay, and whereas it has been represented unto us that the distinction and rewards for good conduct, granted by our Royal Warrant of the 1st July, 1848, do not extend to these ranks, and cannot be extended to them with propriety and convenience, our will and pleasure is, that every non-commissioned officer above the rank of corporal, serving in our regular army, shall receive an addition of twopence to the present daily pay of his rank, and shall have no claim to good-conduct pay assigned to the ranks below that of serjeant.

It is our further will and pleasure that the addition to be made to the present pay of the non-commissioned officers above the rank of corporal serving in our Ceylon Rifle Regiment and Royal Malta Fencibles Regiment shall be one penny a day, except the European non-commissioned officers of the former corps, who shall receive an addition of twopence a day, and that this our Royal Warrant shall not apply to the medical staff corps.

It is our further will and pleasure that these additions to the pay of our army shall take effect from and after the 1st instant, from which date the provisions of the War Office Circular dated 16th January, 1857, shall cease and determine.—N.W.

Given at our Court at Saint James's this 30th day of January, 1858, in the twenty-first year of our reign.

By Her Majesty's Command. PANMURE.

W. O. Circ., 293. *26th July* 1858.

Recruits.

IT being found that the provisions of Article 9 of the Royal Warrant of 1st July, 1848, which prescribe a daily settlement with soldiers for their pay, are not always enforced in the case of recruits between the period of their enlistment and final approval, officers engaged in the recruiting service are reminded that a recruit, after receiving enlisting money, is, under the terms of the Mutiny Act, a soldier in Her Majesty's service, and as such has a full claim to a daily settlement of his pay under the regulation referred to.

No deviation from the rule is therefore sanctioned, nor can any charges be admitted in the public accounts which are not in strict conformity thereto.—E.

B. HAWES.

W. O. Circ., 629. HOME AND FOREIGN. *10th Sept.*, 1860.

Good-Conduct Regulations.

To remove any doubt as to the extent of the benefit intended to be conferred on the well-conducted soldier, by the provisions of the Royal Warrant of 1st March, 1860, the annexed copy of the revised good-conduct

regulations, embracing the aforesaid provisions, is circulated for the information and guidance of officers charged with the administration of these regulations. Good-Conduct Regulations

The Secretary of State for War considers it necessary to point out that, as the good-conduct regulations, as now revised, are equally applicable to every branch of the service, no deviation therefrom can on any account be permitted; and, in calling attention to their provisions generally, he directs especial attention to the rules laid down in the 10th and 11th paragraphs, page 5, relating to forfeiture and restoration of good-conduct badges, and the pay attached thereto.

B. HAWES.

Good-Conduct Regulations.

1. A non-commissioned officer recommended by the Commander in Chief for the honourable distinction of a commission without purchase will be allowed in aid of his outfit £150, if appointed to the horse brigade, Royal Artillery, or to a regiment of cavalry; £130, if appointed to the Military Train or the Cape Corps; £100, if appointed to field, garrison, or coast brigades, Royal Artillery, including non-commissioned officers commissioned as riding masters, whether for service with horse or field brigades of that corps; and £100, if appointed to the Royal Engineers or a regiment of infantry.

2. Sums not exceeding £4,400 are distributed in granting annuities, as rewards for distinguished or meritorious service, to serjeants recommended by the Commander in Chief, either while serving or after discharge, such discharge from the cavalry or infantry not being anterior to the 19th December, 1845, and from the artillery and engineers not anterior to 1st January, 1846, with or without pension, in sums not exceeding £20, which may be held during service, and together with pension.

3. The serjeants selected for this honorary distinction are entitled to receive and wear a silver medal, having on one side the royal effigy, and on the other the words, "For meritorious service," and the name and regiment of the serjeant, with the date of its grant; and they will not be liable to forfeiture of the annuity and medal, except by sentence of court-martial to that effect; or by conviction of court-martial of desertion, &c.; or by conviction of felony by a court of criminal judicature, in accordance with the provisions of the Articles of War.

4. A reward of additional pay and distinguishing marks for good conduct is granted under the following rules to every corporal, trumpeter, drummer, fifer, bugler, piper, and private soldier (excepting the corporals of the Life Guards and Horse Guards) enlisted or re-enlisted into the cavalry or infantry on or after the 1st September, 1836, and into the artillery or engineers on or after the 1st November, 1836:—

Having served 3 years, provided his name shall not have been entered in the regimental defaulter's book for at least two years immediately preceding his claim, .	1*d.* a day.
Having served 8 years, and having been uninterruptedly in the receipt of 1*d.* a day for two years immediately preceding his claim, ...	2*d.* a day.
Having served 13 years, and having been uninterruptedly in the receipt of 2*d.* a day for two years immediately preceding his claim, ...	3*d.* a day.
Having served 18 years, and having been uninterruptedly in the receipt of 3*d.* a day for two years immediately preceding his claim, ...	4*d.* a day.

Good-Conduct Regulations.

Having served 23 years, and having been uninterruptedly in the receipt of 4*d.* a day for two years immediately preceding his claim, ... 5*d.* a day.

Having served 28 years, and having been uninterruptedly in the receipt of 5*d.* a day for two years immediately preceding his claim, ... 6*d.* a day.

5. As a further reward of continuous good conduct, soldiers who shall have completed 16 years' service, and whose names have not been entered in the regimental defaulters' book for the last 14 years preceding their claim, may receive the rates of good-conduct pay granted after 18, 23, and 28 years' service respectively, two years earlier; that is, after 16, 21, and 26 years' service respectively.

6. If, having received the advantage for uninterrupted good conduct granted by the preceding paragraph, a man shall incur any forfeiture, he must lose all benefit acquired by him for such uninterrupted good conduct, and revert to the condition which requires 18, 23, and 28 years' service respectively to obtain 4*d.*, 5*d.*, and 6*d.*

7. The service requisite to entitle men to the distinction and rewards granted above may include former service in all ranks after the age of 18 years.

8. Men transferred from the marines are to keep the rewards obtained by them under the regulations applicable to that service, and to be afterwards subject to these regulations.

9. Soldiers who were present at the Battle of Waterloo may reckon two years in addition to their actual service, and those who were enlisted in the cavalry or infantry before the 1st December, 1829, and in the artillery or engineers before 1st January, 1831, may reckon three years for two of actual service, after the age of eighteen, in the East and West Indies (in other than West India regiments).

10. As this reward is strictly an honourable distinction, to be conferred only upon the well-conducted soldier, the commanding officers of regiments are strictly enjoined to enter in the regimental defaulters' book the name of every soldier who shall be convicted by court-martial, or who, in consequence of misconduct, shall be subjected to forfeiture of pay, either with or without imprisonment, or any other punishment beyond seven days' confinement to barracks; and the commission of every offence which shall impose upon the commanding officer the necessity of recording the soldier's name in the regimental defaulters' book, shall render the man ineligible for this reward for two years from the date of such entry, should no imprisonment be inflicted, and in case of imprisonment from the date of release; and if he be already in possession of this distinction, shall deprive him of his distinguishing mark and good-conduct pay for one year; and a second recorded offence within twelve months shall render two years of uninterrupted good conduct necessary to obtain a restoration of such reward.

11. The soldier having two or more distinguishing marks shall in like manner forfeit one of such marks, and the good-conduct pay allowed with it, for one year for each offence, such forfeiture to be reckoned from the date of entry in the defaulters' book or release from imprisonment, unless another offence be committed within the year, in which case the restoration of the first distinguishing mark and good-conduct pay will be delayed until the completion of a year from the date of the last offence or release from last imprisonment, and the restoration of the second distinguishing mark and good-conduct pay will be delayed until the completion of one year's uninterrupted repossession of the first distinguishing mark and good-conduct pay,

and so on with each subsequent forfeiture and restoration. If he shall forfeit all his distinguishing marks and good-conduct pay, and before restoration of any one shall be recorded for a fresh offence, he shall forfeit all claim, in consequence of his previous good conduct, and shall only be entitled to obtain a restoration of his honourable distinctions by subsequent serving, with uninterrupted good conduct, for two years to obtain one distinguishing mark, for four years to obtain two distinguishing marks, for six years to obtain three distinguishing marks, for eight years to obtain four distinguishing marks, for ten years to obtain five distinguishing marks, and for twelve years to obtain six distinguishing marks. Good-Conduct Regulatio

12. A soldier may, for a first offence of a serious nature, be adjudged by the sentence of a court-martial to forfeit all or any part of the advantages he had derived from his previous good conduct, either absolutely or for any period not less than eighteen months, according to the circumstances which shall have appeared in evidence.

13. A serjeant or other non-commissioned officer above the rank of corporal reduced to the ranks, who has not been sentenced by court-martial to forfeit all or any part of the advantages of good-conduct pay which might have accrued from his former service, or forfeited such advantages by conviction by court-martial of desertion, &c., or conviction of felony by a court of criminal judicature, in accordance with the provision of the Articles of War, may be allowed to reckon his service as non-commissioned officer as good-conduct service, and in addition to his pay as private shall be allowed the rate of good-conduct pay which, with such service, he could have claimed in ranks below that of serjeant, in consequence of absence from the defaulters' book; but if such serjeant or other non-commissioned officer above the rank of corporal be reduced by sentence of a court-martial, he shall be subjected by such reduction to the forfeiture of 1*d.* a day of such calculated good-conduct pay for one year for the offence for which he was reduced.

14. A re-enlisted soldier who, at the expiration of six months from the date of re-enlistment, shall be allowed, on the recommendation of his commanding officer, the benefit of his former service, will be entitled from the date of re-enlistment to the rate of good-conduct pay he was in receipt of at the time of his discharge.

15. When by the Queen's pardon a soldier's service, which had been forfeited by desertion or any other cause, shall have been restored, the rate of good-conduct pay the man was in possession of at the time of forfeiture shall also be restored, provided such restored pay, added to any other good-conduct pay he may have acquired while under forfeiture, does not exceed the rate to which his total service, coupled with the prescribed continuous absence from the defaulters' book, would give him a claim; and in such cases the condition which, under the ordinary operation of these regulations, requires the uninterrupted possession for two years of one or more good-conduct badges and pay attached thereto before another can be obtained, will not be enforced, but will be adhered to during the soldier's subsequent service.

16. All soldiers who enlisted in the cavalry or infantry before the 1st September, 1836, and in the artillery or engineers before the 1st November, 1836, may have the option of relinquishing their right to the additional pay of 2*d.* a day after 14 years' artillery, engineer, or infantry service, or 17 years' cavalry service, and thereby become entitled to all the advantages of the good-conduct regulations while serving, provided their names shall not have been entered in the regimental defaulters' book immediately preceding the exchange for the several periods prescribed for each rate respectively.

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17. Soldiers enlisted in the cavalry or infantry before the 1st September, 1836, and in the artillery or engineers before 1st November, 1836, shall be entitled to distinguishing marks, whether they accept or not the option of relinquishing additional pay for good-conduct pay, and if they subsequently relinquish additional pay, may have good-conduct pay according to the number of marks in their possession.

18. Soldiers of the Ceylon Rifle Regiment, Gold Coast Artillery, and Malta Fencible Regiments, are entitled to good-conduct badges under the provisions of these regulations, and good-conduct pay at half the rates prescribed for soldiers of the regular army.—G.R.

B. HAWES.

W. O. Circ, 663. HOME AND FOREIGN. 17*th Jan.*, 1861.

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THE Secretary of State for War having decided on the substitution of the following paragraphs for Clause 5, page 4, of the good-conduct regulations of the 10th September, 1860, Circular No 629, the same is notified for the information and guidance of all officers charged with the administration of those regulations:—

5. As a further reward of continuous good conduct, soldiers of 16 and less than 18 years' service, and whose names have not been entered in the regimental defaulters' book for 14 years preceding their claim, may receive the rate of good-conduct pay granted after 18 years' service on completion of the said 14 years' continuous good conduct, and shall be entitled to receive the rate attached to 23 and 28 years, two years earlier—*i. e.*, after 21 and 26 years' service respectively.

In like manner soldiers of 21 and less than 23 years' service, and whose names have not been entered in the regimental defaulters' book for 14 years preceding their claim, may receive the rate of good-conduct pay granted after 23 years' service on completion of the said 14 years continuous good conduct, and shall be entitled to receive the rate attached to 28 years two years earlier—*i. e.*, after 26 years' service.

Soldiers of 26 and less than 28 years' service, whose names have not been entered in the regimental defaulters' book for 14 years preceding their claim may receive the rate of good-conduct pay granted after 28 years' service, on completion of the said 14 years continuous good conduct.

Lord Herbert has also decided* that the word "offence" shall be substituted for the word "entry" in the 14th line of Clause 10, page 5, of the good-conduct regulations.—G.R.

B. HAWES.

* 21—General No. 29.

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PAY AND ALLOWANCES.

2.—ALLOWANCES TO OFFICERS.

ꞮIA R. *W. O. Circ.*, 204.

WHEREAS we have deemed it expedient to revise those parts of our Marching Travellin Personal, 'arrant of 1st July, 1848, which regulate the issue of marching and g allowance to the officers of our army, our will and pleasure is, that Royal Warrant, to be administered and interpreted by our Secretary for War, shall henceforth be the sole and standing authority for the marching and travelling allowances to all military officers.

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:elling and Personal Allowances to Officers when detached on Duty without Troops.

AT HOME.

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one station to another in the United Kingdom:

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18. Soldiers of the Ceylon Rifle Regiment, Gold Coast Artillery, and Malta Fencible Regiments, are entitled to good-conduct badges under the provisions of these regulations, and good-conduct pay at half the rates prescribed for soldiers of the regular army.—G.R.

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Our further will and pleasure is, that the marching and travelling allowance to all civil officers of our War Department having relative army rank shall also be regulated by this our Royal Warrant

Travelling and Personal Allowances to Officers when detached on Duty without Troops.

AT HOME.

1. *Travelling.*—Officers are entitled to be reimbursed the actual expense of their conveyance by railway or otherwise, as most convenient and most reasonable, according to circumstances, when proceeding on public duty, under orders from competent authority, and when the journey shall be performed without unnecessary delay:

To a port of embarkation, or from a port of disembarkation to the head-quarters of the regiment or depôt, if ordered to join the same, or to London, if specially ordered to report personally at the Horse Guards, or to the head of the department to which the officer may belong:

From one station to another in the United Kingdom:

From their quarters or usual place of residence to be employed on courts-martial, courts of inquiry, committees, inspections of troops—whether of cavalry, artillery, infantry, yeomanry corps, or militia, or any other military duty, permanent or temporary.

2. *Cab or Car Hire.*—The hire of a cab or car between barracks or local head-quarters and railway or steam boat stations will also be allowed.

3. *Travelling Expenses not allowed.*—Officers are not entitled to be reimbursed their expenses when the journey shall have arisen from their own request, or for their own convenience, or in consequence of their obtaining promotion or a beneficial appointment, or leave of absence.

4. *Baggage.*—Officers when ordered on permanent duty under any of the circumstances entitling them to be reimbursed their travelling expenses, are also allowed the extra cost of conveying their baggage, if necessarily accompanying them, the total weight not exceeding that sanctioned by the Queen's Regulations and Orders for the Army, according to the rank of the officer, or, in the case of an officer proceeding on or returning from the recruiting service, not exceeding 3 cwt.; less in both cases the quantity conveyed free for a first class passenger.

5. *Servants.*—The fare of a soldier servant or servants, when specially permitted to accompany the officer, will also be allowed.

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18. Soldiers of the Ceylon Rifle Regiment, Gold Coast Artillery, and Malta Fencible Regiments, are entitled to good-conduct badges under the provisions of these regulations, and good-conduct pay at half the rates prescribed for soldiers of the regular army.—G.R.

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5. As a further reward of continuous good conduct, soldiers of 16 and less than 18 years' service, and whose names have not been entered in the regimental defaulters' book for 14 years preceding their claim, may receive the rate of good-conduct pay granted after 18 years' service on completion of the said 14 years' continuous good conduct, and shall be entitled to receive the rate attached to 23 and 28 years, two years earlier—*i. e.*, after 21 and 26 years' service respectively.

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1. *Travelling.*—Officers are entitled to be reimbursed the actual expense of their conveyance by railway or otherwise, as most convenient and most reasonable, according to circumstances, when proceeding on public duty, under orders from competent authority, and when the journey shall be performed without unnecessary delay:

To a port of embarkation, or from a port of disembarkation to the head-quarters of the regiment or depôt, if ordered to join the same, or to London, if specially ordered to report personally at the Horse Guards, or to the head of the department to which the officer may belong:

From one station to another in the United Kingdom:

From their quarters or usual place of residence to be employed on courts-martial, courts of inquiry, committees, inspections of troops—whether of cavalry, artillery, infantry, yeomanry corps, or militia, or any other military duty, permanent or temporary.

2. *Cab or Car Hire.*—The hire of a cab or car between barracks or local head-quarters and railway or steam boat stations will also be allowed.

3. *Travelling Expenses not allowed.*—Officers are not entitled to be reimbursed their expenses when the journey shall have arisen from their own request, or for their own convenience, or in consequence of their obtaining promotion or a beneficial appointment, or leave of absence.

4. *Baggage.*—Officers when ordered on permanent duty under any of the circumstances entitling them to be reimbursed their travelling expenses, are also allowed the extra cost of conveying their baggage, if necessarily accompanying them, the total weight not exceeding that sanctioned by the Queen's Regulations and Orders for the Army, according to the rank of the officer, or, in the case of an officer proceeding on or returning from the recruiting service, not exceeding 3 cwt.; less in both cases the quantity conveyed free for a first class passenger.

5. *Servants.*—The fare of a soldier servant or servants, when specially permitted to accompany the officer, will also be allowed.

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6. *Personal Allowance—Daily Rates—Period limited to Seven Days.*—A personal allowance at the following rates is granted for every complete day and night the officer may be necessarily absent on duty from his quarters or usual place of residence, including the days he may be detained at a port of embarkation waiting for a passage, and when, in the case of regimental officers, the regiment or depôt to which he belongs, or may be attached, is not stationed within ten miles of the port:—

To a general officer, ...	20*s.* a day.
To all other staff or regimental officers, whether of cavalry, artillery, engineers, or infantry, .	10*s.* ,,

The period of the allowance is not to exceed seven days, unless extended by special authority, on a representation in each case showing the cause of any unavoidable delay in embarking, or necessity for prolonging the duty on which the officer has been engaged.

7. *Half or Quarter Daily Rates.*—For the first and last days of the journey the allowance is one-half; and when the officer goes from and returns to his quarters the same day, one-fourth of the above daily rates, provided the distance in the latter case be not less than five miles from his quarters.

8. *Not admissible when a Mess is available.*—Neither the daily, nor any portion of the daily rates, is admissible for the day or days the officer is able to partake of his own regimental or detachment mess, or of any other mess of which he is a member.

9. *Officers drawing Forage.*—Officers drawing forage at the public expense are entitled to the travelling as well as personal allowance under the preceding regulations, if the distance travelled be more than ten miles from their station, and they return thereto the same day; or, in case of shorter distances, if they are necessarily prevented by duty from returning the same day, or the duty be certified to be of so urgent a description as not to admit of the journey being performed by their own horses.

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10. *Travelling.*—Officers who do not draw forage will be allowed the actual expense of their conveyance by such means as the country affords, and as may be consistent with a proper regard to economy; it being understood, however, that any contract or agreement entered into by the Commissariat Department must be made available when it can be done with convenience to the service.

11. *Officers drawing Forage.*—Officers drawing forage, or forage allowance, will only be granted the expense of conveyance, as provided in the preceding clause, when they are under the necessity of travelling with greater expedition than can be performed by their own horses consistently with the purpose for which they are required to be kept, or when the nature of the country over which the journey is to be performed will not allow of their being employed.

12. *Commuted Allowance in lieu of Forage.*—Officers entitled to draw forage, when travelling with their own horses where there are no commissariat magazines, will be allowed the rate of commutation fixed in the command, and they will also be allowed to charge stable hire at such nightly rate as may be fixed in each command, when they cannot be accommodated with public stables.

13. *Rations of Provisions while Travelling.*—Officers, with the exception of those stationed at Ceylon, the Mauritius, and Hong Kong, while travelling, may draw their rations of provisions, fuel, and light, wherever there are commissariat magazines admitting of their doing so; but where this is not

the case, no compensation will be given for undrawn rations, nor will any stoppage be exacted for them. Marching, Travelling Personal, &

This regulation applies also to the rations and ration stoppages of officers' servants who may accompany their masters.

It is to be understood that no rations of provisions, fuel, light, or forage are to be drawn at the established quarters of the officers for themselves or such servants or horses as they may take with them during their absence therefrom.

14. *Lodging Money at fixed Quarters.*—With reference to officers in receipt of lodging money, when detached for short periods on public duty, it will be at the discretion of the general officer commanding at the station, on consideration of the time of the officer's absence and other circumstances, to grant to them a continuance of such lodging money for the period during which they may have been detached.

15. *Baggage.*—Provision for the conveyance of baggage will be made by the commissariat.

16. *Personal Allowance—Daily Rates—Commanding Officers of Artillery and Engineers.*—In addition to the foregoing provision for travelling abroad, personal allowance at the following rates will be granted at all stations, excepting at Ceylon, the Mauritius, and Hong Kong, for every complete day and night the officer, or other person, may be absent from his station:—

To a general officer, 20*s.* a day.

To all other staff or regimental officers, whether of cavalry, artillery, engineers, or infantry, 10*s.* a day.

To persons classed as non-commissioned officers, 5*s.* a day.

Engineer and artillery officers in receipt of command pay are not entitled to the above rates, special provision under this head being made in that allowance.

17. *Half or Quarter Daily Rates.*—For the first and last days of the journey the allowance will be one-half, and, when the officer is going from and returning to quarters the same day, one-fourth of the daily rate, provided the distance in the latter case be not less than five miles from his quarters.

18. *Not admissible on Board Ship, nor when a Mess is available, when provided with one Meal on Board Ship.*—Neither the daily, nor any portion of the daily rate, will be issued for such days the officers, or other person, may sleep or be wholly subsisted on board steam boats or other vessels, nor will it be allowed for the day or days the officer is able to partake of his own regimental or detachment mess, or avail himself of any other regimental or detachment mess of which he may be a member.

In cases where officers may be on board ship under a contract which provides for one meal only a day, the half-daily rate will be allowed.

19. *When landed at any intermediate Place while on Passage.*—Officers when landed at any intermediate place while on passage to or from a foreign station will be entitled to the personal allowance for every night they may be obliged to remain on shore.

20. *Officers having relative Army Rank.*—The foregoing regulations, whether for service at home or abroad, are equally applicable to officers of—

The Medical Staff.

The Purveyors' Department.

The Chaplains' Department.

The Commissariat Department.

The Military Store Department.

The Field Train Department.

Civil Officers of the Engineer Department and Barrack Department, according to the relative army rank of the officer.

Detention Allowance to Officers with Troops.

ABROAD.

'arching, ravelling, ersonal, &c.

21. Officers, when by necessity deprived of the benefit of their own regimental or detachment mess, in consequence of its suspension previous to embarkation, or on the arrival of the regiment or detachment at a foreign station, provided they shall not during those intervals have become members of any other mess, will be entitled to the detention allowance of 5*s.* a day.

Marching Allowance to Officers.

AT HOME.

22. *Marching Allowance.*—To officers on a march with troops in the United Kingdom, under a route issued by competent authority, provided they shall so march not less than ten miles a day, and shall not be able to partake of the mess of their regiment or detachment, on any such day a daily allowance of 5*s.*

23. *Journeys by Railway.*—On long journeys by railway, for each day occupied by such journey, provided the officers shall not have the benefit of their regimental or detachment mess, 5*s.*

24. *Detention Allowance.*—When detained at stations or ports of embarkation preparatory to proceeding on foreign service, after the regimental or detachment mess has been necessarily broken up, or while quartered at ports of disembarkation or other places after arrival in this country from a foreign station before a mess can be established, or when detached on duty where the officer cannot have the usual accommodation of a mess, 5*s.* a day.

The period of allowance not to exceed seven days, unless specially extended on a representation in each case of the circumstances which render such an extension expedient.

Given at our Court at Saint James's this twenty-third day of December, 1857, in the twenty-first year of our reign.

By Her Majesty's Command. PANMURE.

Explanatory Directions.—Travelling and Personal Allowances.

AT HOME.

1. As the actual cost only for the conveyance of an officer travelling on the public service is admissible, he is to keep an accurate account thereof; and as all public conveyances, whenever available, are to be resorted to, their description is to be given in the travelling claim; the places from and to which they were employed by the officer, and the dates of the officer's departure and arrival, are also to be shown.

2. The charges for each conveyance, whether by railway, steam boat, coach, omnibus, cab, car, fly, &c., to be made separately, and in sequence as they occur, the sums charged being subject to alteration, should they exceed the established fares.

3. In no case is posting, or any more expensive mode of conveyance than those referred to above, to be had recourse to, if it can possibly or properly be avoided; when it cannot be avoided, the reason is to be assigned on the claim.

4. Charges for the conveyance of baggage by railway or water are to be supported by receipts, in which is to be shown its actual weight or measurement; otherwise that part of the claim will be at once disallowed.

5. The railway distances travelled to be expressed on the claims; the charge for officers by such conveyance being 2*d.* a mile, and for soldier servants 1*d.* per mile, unless the ordinary fares to the public by first and second class carriages are below those rates, in which case the lower charges only are admissible.

6. An officer, whether staff or regimental, proceeding on foreign service, *being only* entitled to conveyance from the place at which he may be quar-

tered and doing duty to the port from which his passage has been engaged, it is to be understood that if he embark for his own personal convenience at a more distant port, the excess of charge for conveyance thereto must be defrayed by the officer himself. Marching. Travelling. Personal, &

The same rule is to be observed in returning from foreign service, should the officer disembark at a port in the United Kingdom more distant from the station of the regiment or depôt to which he is to proceed to do duty, or from London, if directed to report himself personally at the War Office or Horse Guards, than that to which his passage may have been ordered.

7. Every travelling claim is to be signed by the claimant, and to be certified by another officer, whenever required to be so vouched; and, in all cases, whatever may be the rank or appointment of the officer, the order of the Secretary of State for War, the General Commanding in Chief, the Adjutant General, or of any other officer having authority to direct the proceeding, is to be produced, and the date quoted in the claim. Whenever a soldier servant is permitted to accompany the officer, the order granting such permission is to be annexed in support of the charge.

8. The travelling claims of officers commanding artillery districts, for their inspectional journeys, are to be certified by the director general of artillery, and those of the officers commanding engineer districts, by the inspector general of fortifications.

9. All claims for travelling and personal allowance at home are to be transmitted to the War Office on completion of the journey, or within one month after the termination of each quarter, for the decision and authority of the Secretary of State, without which no charge for such claims is to be made in the public accounts. Those for regimental officers are to be prepared and rendered by the paymaster of the regiment to which the claimant belongs.

10. In the case of officers attending more than one court-martial, a separate claim is to be prepared for each court-martial.

11. The personal allowance to officers officiating as judge advocates at general courts-martial is not admissible for the day or days they are entitled to the £2 2*s*., under the regulation which governs the grant of the latter allowance.

ABROAD.

12. Payments, when made abroad for the personal allowance to regimental officers, are to be estimated and charged by the paymaster of the regiment to which the claimant belongs.

13. Claims of staff officers will be paid by the commissariat under the warrant of the officer commanding, by whom the cases will be reported to the War Office.

14. The allowance for attending a court-martial for the trial of two or more prisoners belonging to any regiments or other branch of the military service, are to be estimated and charged by the paymaster of some one of the regiments to which any of the prisoners belong.

15. When the officer commanding at any station himself travels on public service, he must declare upon the voucher for the claim the nature of the duty which renders the journey necessary, and the time absolutely required for his absence from his station.

16. The cost of conveyance abroad being a commissariat charge, is not to be blended in the same account with the personal allowance and allowance in lieu of forage, except in cases where an officer is required to travel through the United States, or through any other country abroad where no commissariat control exists, when the charge for travelling and personal allowance may be included in the same claim.

GENERAL.

17. The attendance of the adjutant upon a court-martial is not requisite

Marching, Travelling, Personal, &c.

for the sole purpose of producing the court-martial book: a verified extract from the said book may be produced by any officer or non-commissioned officer who is otherwise summoned, provided he can testify that the production of the book would be attended with public inconvenience, and that the verified extract is authentic.

18. Claims for the expense of witnesses, whether civilian or military, in attending courts-martial, must be clearly stated, and forwarded with the recommendation of the president of the court, so far as he considers the claim to be just and reasonable, for the decision of the Secretary of State.

The actual and necessary period of the allowance must be distinctly specified in every case.

19. Officers found guilty by courts-martial must pay the expense of witnesses summoned in their defence.

20. In case of officers acquitted of the charges preferred against them, the expense of such witnesses will be paid by the public.

21. In cases of courts-martial founded on personal disputes between officers, the expense of witnesses will not be borne by the public.

22. All claims for travelling and personal allowance, whether for staff or regimental officers, are to be prepared according to the accompanying forms, supported by the necessary certificates and vouchers.

Supplies of the forms may be obtained from the War Office when required.

Marching Allowance to Officers at Home.

23. The allowance of 5*s*. a day to officers on the march is confined strictly to officers who march with troops by a route.

24. The allowance may be charged for every day the officers are actually on the march, including halting days, but not for the day of arrival in barracks or quarters where their own regimental or detachment mess is established, or might have been established; or where they become members of any other regimental or detachment mess; nor for any period during which they may be on board ship.

25. The allowance in Clause 23 (Royal Warrant), may be issued to officers on occasions of long journeys by railway when marching money is granted to the men; but it must be understood that it will only be admissible for the day or days actually occupied by the journey.

26. In either of the cases specified in Clause 24 (Royal Warrant), the particular circumstances which have occasioned the breaking up, or prevented the formation of the mess, or have otherwise caused the officers' non-participation of their own regimental or detachment mess, whereby a charge for detention allowance has been incurred, are to be clearly stated and certified on the voucher in which the charge is made.

27. The marching allowance is not admissible in any case in which a special allowance is granted for the particular duty on which an officer may be employed.

Detention Allowance while Serving with Troops.

ABROAD.

28. The charge on account of detention allowance at a foreign station is to be supported by the order, or a certified copy of the order, of the general or other officer in command at the station, and by the order for the disembarkation at, or the embarkation or departure from, a foreign station, and by a certificate of the officer commanding the regiment or detachment, that the delay in forming the mess, or the necessity for breaking up the mess, at the date stated, was unavoidable, and that, during the suspension of their own mess, the officers, in either case, had not an opportunity of becoming members of any other regimental or detachment mess.

AT HOME. [*W. O. Form*, No. 1071.

CLAIM for Travelling Expenses, &c., by ——, of the ——, on proceeding from —— to ——, under the Authority hereunto annexed.

Dates of		Conveyances in the order in which taken; weight of Baggage, and number of days Personal Allowance.	Places.		Number of Miles.	Name of Railway, Steam boat, &c., employed in the Journey.	Amount.			Number of separate Vouchers.	REMARKS:—Showing the Service on which the Officer has been employed:—and, when on Courts-martial, the Rank, Name, and Regiment of the Prisoner or Prisoners tried, or of the Officer or Soldier medically examined, must be stated.
Departure on Going and Returning.	Arrival on Going and Returning.		From	To			£	s.	d.		
						Total, £					

I do hereby certify that the journey above detailed was performed by me solely on the public service, and that I actually travelled the distance specified.

——, Officer preferring the claim.

I do hereby certify that I am satisfied of the correctness of the above statement, and that the officer joined his station without delay.

——, Officer Commanding.

Dated at ——, this —— day of ——, 185—.

The ordinary cab or car fare may be charged for short distances between railway or steam boat stations and the barracks or quarters of the officer. The fare for officers by railway must not exceed 2*d.* per mile, and for soldier servants 1*d.* per mile.

Baggage, when conveyed at the public expense, must be sent by railway or water carriage. Three cwt., including the proportion conveyed free of expense, are deemed sufficient for an officer on the recruiting service.

N.B.—If the same particulars apply to more than one officer, the claim may be included in the same form, provided the officers are employed on the same duty.

Meredith Travelling Forms

ABROAD. [*W. O. Form*, No. 1072.

DAILY ALLOWANCE and other Expenses, &c., claimed by ——, of the ——, proceeding on Public Duty, under the Order or Authority of which a Copy is hereunto annexed.

Places from and to which the Claimant Proceeded.		Dates on which the Journey		Number of Miles Travelled by Land.	Daily Personal Allowance, at —— per Diem.			Forage Allowance, if Admissible.			Total Claimed.			REMARKS:—Showing the Service on which the Officer has been employed. If the Claim be for Court-martial Duty, the Rank, Name, and Corps of the Prisoner or Prisoners tried should be stated.
From	To	Commenced.	Terminated.		£	s.	d.	£	s.	d.	£	s.	d.	

I do hereby certify that the journey above stated was performed by me solely on the public service, without consulting my own convenience and without delay, and that I was necessarily absent the whole of the period stated. ——, Claimant.

I do hereby certify that I am satisfied of the correctness of the above statement, and that the officer joined his station without delay. ——, Officer Commanding.

I hereby sanction payment of the above claim.

Dated at ——, this —— day of ——, 185—. ——, Officer Commanding on the Station.

N.B.—If the claimant return to his former station, the particulars should be stated in the several columns in a separate line. *The expense of an officer's conveyance by land or inland navigation is chargeable in the accounts of the commissary on the station.* In the cases of courts-martial the claims are to be estimated, paid, and charged by the paymaster or *other accountant of the regiment or branch of the service* to which the prisoner belongs, and those for two distinct courts-martial should not be blended in the same statement. In addition to the copy of the order or authority for the journey and the receipts of the parties to whom the several payments shall have been made, the following vouchers are required to be annexed to the claim:—

A certificate from any officer claiming forage, or money allowance in lieu thereof, explaining why he did not use his own horse for the journey.

When such officer employs his own horse, he will be required to annex a certificate in support of any claim to forage or stabling, that he was not provided with either at the public charge.

A certificate from the president of the court-martial, when the journey is performed on that duty, stating the dates from or to which the claimant was necessarily detained on public duty.

When the claim has been sanctioned and paid, a receipt from the claimant in proof of such payment should be annexed in support of the charge.—A. D. M. P. T. W.

H. G. Circ. Mem., 48. *4th July*, 1860.

Detention

HIS Royal Highness the General Commanding in Chief having brought under the consideration of the Secretary of State for War the question of personal allowance to officers detained at ports of embarkation or on court-martial duty, it has been decided that the allowance granted by the Royal Warrant of 23d December, 1857, Circular 204, will in future be issued to all officers so situated who may not join a military mess as an honorary member. —D.

JAMES YORKE SCARLETT, *Adj. Gen.*

PAY AND ALLOWANCES.

3.—ALLOWANCES TO MEN.

W. O. Circ., 47. 18*th Feb.*, 1857.

ALLOWANCE FOR SOLDIERS PROCEEDING LONG DISTANCES BY RAILWAY, WHEN NOT BILLETED AT ANY PLACE ON THE JOURNEY.

On Railway Journeys.

SIR,—Adverting to the instructions sanctioning the issue of full marching money for soldiers proceeding long distances by railway *in England and Wales*, when not billeted at any place on the journey, whereby the allowance of tenpence for the hot meal becomes due to the innkeeper:

I am directed by the Secretary of State for War to acquaint you that, with a view to provide, as far as practicable, against the inconveniences attendant upon billeting troops, especially large bodies, in populous districts (alluded to in the letter from this department of 25th July last, addressed to the quarter-master general, copy of which accompanied the Horse Guards Circular of 29th July, to officers commanding), his Lordship, in concert with the General Commanding in Chief, has again had the subject under consideration; and, with the concurrence of his Royal Highness and the Lords Commissioners of Her Majesty's Treasury, has decided:—

1. That in all cases in which the military, including recruits and escorts, shall perform a continuous railway journey of 150 miles and upwards *in any part of the United Kingdom*, an allowance of *tenpence* for each soldier shall be admitted as a charge in the accounts, *provided* the public be not subjected to any charge on account of billets or marching money (save as allowed by paragraph No. 3), or, in England, of the allowance for a hot meal granted by the 72d Clause of the Mutiny Act; and that whenever a continuous journey by rail of 250, 350, or 450 miles and upwards shall be performed, a second, third, and fourth issue of the said allowance will be admissible on the like conditions, without reference to whether the troops do or do not move into barracks at the end of the journey.

2. That the second allowance should be issued to all troops conveyed continuously the entire distance between Liverpool and Aldershot, or between Liverpool and Woolwich, although the distance travelled be under 250 miles, if the journey be performed in connection with an embarkation or disembarkation at Liverpool; and that the first allowance, *tenpence*, should be admissible for troops moving to or from the *Isle of Wight*, if a continuous railway journey of not less than 100 miles shall have been performed, the second rate being admitted, provided such journey shall extend to 200 miles, and so on; and in the case of *invalids sent to Chatham*, the allowance of *tenpence* will be admitted if a continuous railway journey of not less than 100 miles be performed, an additional *tenpence* being chargeable for every additional 100 miles *completed*.

3. That in every case in which a soldier shall march on foot a distance of five miles and upwards, in proceeding to or from a railway station, an additional charge of *threepence* will be admitted, if the railway journey shall extend to 100 miles.

4. That such allowances of tenpence in South Britain, or at the usual rate of marching money in Scotland and Ireland as have been heretofore granted

for railway journeys of less than 100 miles, are to cease from the date of promulgation of this circular; and, also, that the regulation contained in Article No. 350 of the explanatory directions annexed to the Royal Warrant of 1848, so far as it applies to soldiers conveyed *by railway*, is now abrogated.—A. R. On Railway Journeys.

I have, &c. B. HAWES.

W. O. Circ., 515. AT HOME. 10*th Dec.*, 1859.

WITH reference to the annexed copy of the Circular Memorandum from the Horse Guards, dated 8th September, 1859, promulgating the grant of an allowance of 4*d.* a day to each soldier employed in camps of instruction in throwing up field-works, to compensate them for the wear and tear of their clothing and boots, Mr. Secretary Herbert directs that the following shall be the mode by which this pecuniary allowance shall be issued and accounted for:— In Camp.

A nominal return of the men so employed, showing the periods of employment and amount awarded, rendered separately for each regiment, to the paymaster thereof, should be prepared by the officer of the Royal Engineers in charge of the work, which statement should be duly certified by him.

This return will be a sufficient authority to the paymaster to credit the amount to the captains of companies to which the men belong.

The charge of the amount in the paymaster's regimental accounts, under Vote 9, should be vouched by the aforesaid certified return, and by proof of payment.—C.

JOHN ROBERT GODLEY.

H. G. Circ. Mem., 260 AT HOME AND ABROAD. 21*st May*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief desires it to be made known that the Lords Commissioners of Her Majesty's Treasury have intimated their assent to an allowance, equal to the difference of pay between the respective ranks, being issued to the soldiers who do the duty of non-commissioned officers absent from their regiments as instructors of gymnastics. N.-C. O. Acting for Gymnastic Instructors

As the allowance will only be issued from the date of the War Office authority, commanding officers should apply to the Secretary of State for War in sufficient time for sanction.—N.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

PAY AND ALLOWANCES.

4.—MISCELLANEOUS ALLOWANCES.

W. O. Circ., 43. *9th Feb.*, 1857.

Recruiting Staff.

SIR,—With reference to the Circular Letter from this office of the 1st of July last, No. 1234, granting to the 31st December last a commuted daily allowance of three halfpence in South Britain, and one penny in North Britain and Ireland, in aid of the supply of bread and meat to non-commissioned officers and privates employed on the recruiting service, when not on a march, or when in other situations which would disqualify them from drawing rations, I am directed by the Secretary of State for War to acquaint you that the issue of the said allowance, under the circumstances stated, may for the present be continued.—A.

I have, &c. B. HAWES.

W. O. Circ., 55. *24th Feb.*, 1857.

Purchase of Remounts.

SIR,—The future prices for the purchase of remount horses for the Royal Artillery and cavalry, in lieu of the special rates allowed during the late war, having been brought under the consideration of the Secretary of State for War by His Royal Highness the General Commanding in Chief, who has represented that it would tend to the advantage of the service if horses at four years old be obtained, rather than at the age at which they have hitherto been purchased, viz., three years, I am directed to acquaint you that Lord Panmure concurs with His Royal Highness in this view, and has accordingly consented to advance the price of four year old horses for the artillery from £31 10*s.* to sums not exceeding £36; and for the cavalry from £26 5*s.* to sums not exceeding £30, at which improved prices it is considered good serviceable horses, and sooner fit for duty in the ranks than younger horses, may be readily obtained.

I am, however, to add that, in exceptional cases, horses at three years old may be purchased, provided special authority be in the first instance obtained from the Adjutant General, but that in such cases no more than £30 in the artillery and £26 in the cavalry will be allowed as a charge against the public.

The age of horses of all descriptions purchased for the artillery or cavalry are to be calculated from the 1st of May.

All horses inspected after the receipt of this letter at the head-quarters of the regiment or depôt under your command should be accordingly purchased upon these terms.—R.

I have, &c. B. HAWES.

W. O. Circ., 153. *14th Oct.*, 1857.

Examination of Deserters.

I AM directed by the Secretary of State for War to acquaint you that, in all cases where men apprehended as deserters are to be examined, with a view of ascertaining their fitness for military service, and where the services of a regular military surgeon, either on the spot or within a reasonable distance, cannot be made available for this duty, a militia

lical officer should, if possible, be employed in preference to a civil ctitioner.

Examination of Deserters.

am to add that, when the regiment to which the militia medical officer ongs shall not be embodied or called out for training, he will be entitled the usual fee of 2*s.* 6*d.* now granted to the private practitioner, which is to be paid by the governor of the gaol to which the man shall be comted, immediately upon his being received into custody.—D.

J. R. GODLEY.

W. O. Circ., 295. 28*th July*, 1858.

Horse Dealers' Allowance.

SIR,—The Secretary of State for War having had under considera- the rate of allowance granted to horse dealers in aid of their expenses in veying remounts to the head-quarters of the regiment for which they are chased, has decided, with the concurrence of His Royal Highness the neral Commanding in Chief, that the following shall in future be the rate ravelling allowance to the dealer, viz.: twopence per horse for every mile essarily travelled from the place where the horses shall be inspected by officer to the head-quarters of the regiment.

t is to be understood that the existing rule of purchasing remounts in t portion of the United Kingdom in which the regiment is stationed is be abided by as much as possible; but when in any instance it can be own that a departure from that rule will be more for the public advantage, epresentation of the circumstances is to be addressed to His Royal Highs the General Commanding in Chief, in order that, if he concur therein, may forward it for the approval of the Secretary of State, whose thority, if granted, will be conveyed to the officer commanding the iment.

When horses are purchased in Ireland for a regiment in Great Britain, *vice versâ*, under such special authority, the actual and necessary expense transit across the sea by the nearest and most practicable passage will admitted in the public accounts, in addition to the mileage from the place inspection; but it is to be distinctly understood that the dealer will be ponsible for the risk and expenses incurred, should the horses be injured prove unfit for service on arrival at the regiment.

In every case in which the special authority of the Secretary of State ove referred to shall be granted, a certified copy thereof is to be annexed the paymaster's accounts as one of the vouchers for the charges therein.

I. I have, &c. B. HAWES.

To the Officers Commanding Cavalry and Military Train.

CTORIA R. *W. O. Circ.*, 327.

Agents.

WHEREAS we have deemed it expedient to revise that part of our yal Warrant dated 1st July, 1848, under which regimental agents receive yearly allowance of 1½*d.* in the pound, or 12*s.* 6*d.* per cent., upon the regate amount of the actual daily pay and daily and annual allowances clusive of the off-reckonings) borne upon the establishment of each regint of cavalry and infantry, as shown by the army estimates:

Our will and pleasure is, that, on and after the 1st of April, 1859, such owance shall be calculated upon the aggregate amount of the daily pay l daily and annual allowances actually issued through the agent.—A. W.

Given at our Court at St. James's this twenty-seventh day of September, 1858, in the twenty-second year of our reign.

By Her Majesty's Command. J. PEEL.

W. O. Circ., 442. *7th July*, 1859.

Recruiting Staff.

SIR,—It having been arranged, with the concurrence of His Royal Highness the General Commanding in Chief, that recruiting parties shall not in future be billeted when in stationary quarters, but that each soldier employed on that duty shall receive an allowance of 4*d.* per diem to enable him to find his own lodgings, I am directed by Mr. Secretary Herbert to acquaint you therewith, and to state that the sums actually paid under this head will be admitted accordingly in the paymaster's accounts.—A.

I have, &c. B. HAWES.

To Officers Commanding and Inspecting Field Officers.

H. G. Circ. Mem., 162. THE CAVALRY AT HOME. *9th Oct.*, 1861.

Riding Masters.

THE Secretary of State for War has, on the recommendation of His Royal Highness the General Commanding in Chief, consented to grant to soldiers—while acting in place of non-commissioned officers attached to the riding establishment at Maidstone to be trained as riding masters—an allowance making up their pay to that of the non-commissioned officers whose duties they perform.—A.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 780. HOME AND FOREIGN. 29*th Aug.*, 1862.

Rough Riders.

THE Secretary of State for War has, on the recommendation of His Royal Highness the General Commanding in Chief, been pleased to approve of the employment in each regiment of cavalry of one serjeant and three privates, as rough riders, with the extra pay of 1*s.* a day to the former and 6*d.* a day to each of the latter, of which one-half is to be paid by the riding master out of his contingent allowance of £7 per troop, and the other half by the public, commencing from 1*st July*, 1862.—A.

EDWARD LUGARD.

PAYMASTERS.

c., 59. *27th Feb.*, 1857.

,—1. I am directed to acquaint you that the Secretary of State for ided that the paymaster of a depôt battalion at home shall not to occupy a quarter in barracks or huts, but be entitled to per- ing money and fuel and light allowance at the rate of 15*s.* per all be provided with two rooms in barracks or huts, the one for himself, and the other for his clerks, with the regulated issues of t for each room. Lodging, Fuel, and Light—Depôt Batt. Paymaster.

ovision of offices for the paymaster's convenience, distinct from lence, will in no degree exonerate him from his responsibility for oneys or other property in his charge.

lowance may be claimed monthly from 1st April next, in ac- ared according to the form annexed, to be transmitted to the general, War Office, Pall Mall, marked in the upper left-hand cover "Lodging Money."

I have, &c. R. HAWES.

ALLOWANCE in lieu of Lodgings and Fuel and Light to ——, of the —— Depôt Battalion, during the Month of ——, 185—.

	Periods, both days inclusive.		Number of Days.	Weekly Rate at 15*s.*	Amount.		
	From	To			£	*s.*	*d.*

upon honour, that during the whole of the above period for lowance in lieu of lodgings and fuel and light is claimed, I have nished with a house, apartments, or quarters belonging to, or e Government, but that I actually provided the same at my own d, further, that I have not been supplied with fuel and light in the same period.—A. ——, Paymaster.

med, ——, Barrack-master at ——. Date ——, 185—.

——, Commanding the —— Depôt Battalion.

W. O. Circ., 188.

HEREAS we have judged it expedient to revise those parts of our which regulate the daily rates of full and half pay of the our army, our will and pleasure is, that on and after the December, 1857, the daily pay of a paymaster shall be as Royal Warrant—Pay, &c.

	Per Diem.
nt, ...	£0 12 6
as Paymaster; or,	
as Commissioned and Non-commissioned	
ast 10 years shall have been as a Com-	
full pay, ...	0 15 0

Royal Warrant—Pay, &c.

	Per Diem.
After 10 years' service as Paymaster; or,	
After 20 years' service as a Commissioned and Non-commissioned Officer, of which at least 10 years shall have been as a Commissioned Officer on full pay, including not less than 5 years as Paymaster, provided he shall have been 5 years in receipt of 15*s.* for service admissible under the provisions attached to that rate, ...	£0 17 6
After 15 years' service as Paymaster, or after 20 years' service as a Commissioned Officer on full pay, including not less than 10 years as Paymaster; or,	
After 25 years' service as a Commissioned and Non-commissioned Officer, of which at least 15 years shall have been as a Commissioned Officer on full pay, including not less than 10 years as Paymaster, ...	1 0 0
After 20 years' service as Paymaster, or after 25 years' service as a Commissioned Officer on full pay, including not less than 15 years as Paymaster; or,	
After 30 years' service as a Commissioned and Non-commissioned Officer, of which at least 20 years shall have been as a Commissioned Officer on full pay, including not less than 15 years as Paymaster, ...	1 2 6

If the paymaster shall, when appointed, hold the rank of captain in our army, his previous service shall reckon as not less than 5 years' service in the rank of paymaster.

The additional pay, beyond the rate on first appointment, shall only be granted to those who have performed their duties to the satisfaction of our Secretary of State for War.

It is our further will and pleasure that a paymaster who shall have served as a commissioned officer in other ranks shall, on retiring from the situation of paymaster, be allowed, after completing 5 years' service on full pay as paymaster, to reckon previous service on full pay as a commissioned officer as equivalent to that of paymaster, according to the following scale, in establishing his claim to half pay:—

Five years' service on full pay in other commissioned ranks shall reckon as equivalent to		2 years' service as Paymaster.
Ten ditto,	ditto, ...	5 ,,
Fifteen ditto,	ditto, ...	7 ,,

A paymaster who shall have been promoted to a commission from the ranks shall be allowed to reckon service as specially provided below for officers of that class.

The rate of half pay shall be regulated according to the following scale, provided always that our Secretary of State for War shall be satisfied with the manner in which the paymaster shall have performed his duties:—

Under 5 years' service on full pay as Paymaster, . .	The half pay of former Regimental Commission.
After 5 years' ditto, ...	6*s.* a day, or the half pay of former Regimental Commission.

After 10 years' service, including service in other commissioned ranks, reckoned as above, but of which at least 5 years shall have been on full pay as Paymaster; or,

Royal Warrant—Pay, &c.

After 20 years' service in all ranks, of which 15 years shall have been as a Commissioned and Non-commissioned Officer, including at least 5 years on full pay as Paymaster, . . 8*s.* a day.
After 15 years' service, including service in other commissioned ranks, reckoned as above; or,
After 25 years' service in all ranks, of which 20 years shall have been as Commissioned and Non-commissioned Officer, including at least 10 as an Officer, with not less than 5 of that period as Paymaster, ... 10*s.* a day.
After 20 years' service, including service in other commissioned ranks, reckoned as above; or,
After 30 years' service in all ranks, of which 25 years shall have been as Commissioned and Non-commissioned Officer, including 15 years as an Officer, and not less than 5 years of that period as Paymaster, ... 13*s.* a day.
After 30 years' service, including service in other commissioned ranks, reckoned as above; or,
After 40 years' service in all ranks, of which 35 years shall have been as Commissioned and Non-commissioned Officer, including 25 years as an Officer, with not less than 5 years of that period as Paymaster, ... 15*s.* a day.

An officer on half pay who may have served less than 5 years as paymaster will be eligible for re-employment on full pay, either in that situation or in his former rank; and if restored to full pay as paymaster, his previous service will be allowed to reckon.

An officer who may have served more than 5 years and less than 20 years as paymaster, or for the periods specially applicable to a paymaster who had previously served as a commissioned and non-commissioned officer, and shall be receiving the half pay of that commission (viz., 6*s.*, 8*s.*, or 10*s.* a day), will be liable to be recalled to full pay in that appointment, if his health shall be found sufficiently good to enable him to resume his duties; and, in case he shall decline the appointment, he shall be liable to revert to the half pay of the commission which he held before he was appointed paymaster, and shall be liable to re-employment, on full pay, in his former rank.

Every paymaster who shall have served an aggregate period of 30 years, of which 25 years has been on full pay as paymaster, or 40 years, including service in the ranks, of which 25 years shall have been on full pay as a commissioned officer, and not less than 5 years of that period as paymaster, shall have an unqualified right to claim retirement on the highest rate of half pay, with the honorary rank of major.

A paymaster who had previously served in the ranks may, however, under special circumstances, to be determined by our Secretary of State for War, be permitted to retire with the honorary rank of captain, on the half pay of 13*s.* a day, after the full period of service in all ranks to which that rate attached in the foregoing scale.

No paymaster shall be entitled to claim retirement on the ground of unfitness from ill health, after any period of service under 30 and 40 years respectively, unless such unfitness for service shall be supported by medical certificates, to the satisfaction of our Secretary of State for War.—W.

Given at our Court at St. James's this second day of December, 1857, in the twenty-first year of our reign.

By Her Majesty's Command. PANMURE.

W. O. Circ. Mem., 387. *9th Feb.*, 1859.

Pay before Joining.

In lieu of the rates of pay specified in Article 18 of the explanatory directions dated 1st July, 1848, a regimental paymaster will henceforth, on appointment, be entitled to the full rate of his regimental pay from the date of his being gazetted, subject, however, to a deduction for the sum paid to the officer or officers performing the paymaster's duties until he shall join the regiment.

The rate of deduction will be 10*s*. a day, subject to a further charge by the paymaster, if it shall appear that the remuneration to the officer acting in his absence shall have been charged at a lower rate.—P.

B. Hawes.

W. O. Circ., 468. *30th Aug.*, 1859.

Allowance when on Sick Leave.

Sir,—With reference to Article 3 of the Royal Warrant, dated 1st July, 1848, page 3, granting an allowance of 5*s*. a day to regimental paymasters who, on account of ill health, are absent with leave from their corps when on foreign service, Mr. Secretary Herbert has decided that for the future that allowance is to be given only to paymasters of not less than five years' service in that rank, and that it shall be extended, under that limitation, to all paymasters, whether on home or foreign service.

The grant of such allowance will be subject to the restrictions prescribed by Article 27 and 28 of the explanatory directions.—A.

I have, &c. John Robert Godley.

To Officers Commanding and Paymasters.

VICTORIA R. *W. O. Circ.*, 542.

Royal Warrant—District Paymasters.

1. Whereas we have judged it expedient to improve the position of the district paymasters of our army, our will and pleasure is, that on and after the 1st day of January, 1860, such paymasters, who are in future to be selected from regimental or depôt battalion paymasters, shall be allowed 2*s*. 6*d*. a day, in addition to the several rates of pay prescribed for length of service in our Royal Warrant of 2d December, 1857.

2. It is also our will and pleasure that the rank of all the paymasters of our army shall be as follows:—

On appointment as Paymaster, . .	Relative rank of Captain.
After five years' service as Paymaster, .	Honorary rank of Captain.
After fifteen years' full pay service as a commissioned officer, with not less than ten years as Paymaster, . .	Honorary rank of Major, but junior of that rank.

3. Such relative or honorary rank shall carry with it all precedence and advantages attaching to the rank with which it corresponds (except as regards the presidency of courts-martial, courts of inquiry, and boards of survey, where the senior combatant officer shall always be president), and shall regulate the choice of quarters, rates of lodging money, servants, fuel and light, or allowances in their stead; personal or detention allowance, prize money, and field allowance; but when a paymaster is serving with a regiment or battalion, the officer commanding, though he be junior in rank to such paymaster, is entitled to a preference in choice of quarters.

4. As forage allowance is not applicable to infantry paymasters, it can only be granted specially to such paymasters on proof of the necessities for employing a horse in the performance of public duty.

5. Paymasters shall be entitled to all the allowances granted by our Warrant of the 13th July, 1857, on account of wounds and injuries received in action as combatant officers holding the same relative rank. Royal Warrant District Paymast

6. Their wives and families shall in like manner be entitled to all the allowances granted by our Warrant of the 15th June, 1855, to the wives and families of combatant officers holding the same relative rank.

7. District paymasters who shall become entitled to the highest rate of half pay fixed by our Warrant of the 2d December, 1857, and who may be considered by our Secretary of State for War to be deserving of special consideration, from having discharged their duties to the last in such a manner as to entitle them to the most favourable treatment, may in each case of retirement, as it occurs, be specially recommended to the Lords Commissioners of our Treasury for half pay at the rate of 17*s.* 6*d.* a day.

8. Every paymaster, after completing the periods of service to which the rates of half pay of 13*s.* a day and upwards are attached in our Royal Warrant of 2d December, 1857, may, on retiring from the army, receive a step of honorary rank, provided his duties have been performed to the satisfaction of our Secretary of State for War; such step of rank is, however, not to carry with it any increased pecuniary advantages.—W.

Given at our Court at St. James's this twenty-seventh day of January, 1860, in the twenty-third year of our reign.

By Her Majesty's Command. SIDNEY HERBERT.

W. O. Circ. Mem., 661. HOME. *8th Jan.*, 1861.

WITH reference to the Royal Warrant of 27th January, 1860, Circular No. 542, which grants to district paymasters lodging and fuel and light allowances according to their relative or ordinary rank, it has been decided to extend to such officers the provisions of the annexed Memorandum of 12th May, 1860 (41—Depôt Batt. 12—2). Quarters Lodging Allowan

It will therefore be necessary that each district paymaster affected by the Royal Warrant before specified should forthwith elect, in the manner prescribed, whether he will continue to draw the permanent allowance of 15*s.* per week, or the rate attached to his relative or honorary rank when public quarters cannot be supplied.

In the former case the charge will be admissible in the proper accounts upon Form A, and in the latter upon Form B, which expressly excludes officers from the receipt of the pecuniary allowances whenever vacant barrack accommodation exists.

B. HAWES.

Memorandum for Paymasters of Depôt Battalions and Barrack-masters at Home.

War Office, Pall Mall, 12th May, 1860.

With reference to the Royal Warrant of 27th January, 1860 (Circular No. 542), and Circular No. 59, of 27th February, 1857, 167—L, 417, the following decision respecting lodging and fuel and light allowance to paymasters of depôt battalions is communicated for the information and guidance of the officers concerned.

By the Royal Warrant specified, all paymasters are entitled to claim quarters, or the pecuniary allowance in lieu thereof, according to their relative or honorary rank, but such allowance can only be admitted on proof that suitable barrack accommodation could not be supplied. The grant of

Quarters and lodging allowance.

permanent lodging money at the rate of 15*s.* per week having, however, been sanctioned by Circular No. 59, as a boon to paymasters of depôt battalions, the Secretary of State will not refuse to continue such grant to the officers concerned who may desire its continuance.

Upon the receipt of this communication it will, therefore, be necessary that each officer who may have hitherto drawn the permanent lodging money in question, should report through the local barrack-master, for the information of the Secretary of State, whether he elects to draw the fluctuating or the permanent rate, the former being alone admissible upon W. O. Form 1112A, proving that there is no available accommodation in barracks, and the latter upon W. O. Form 1040.

Such election once made must be abided by, and should be duly recorded by the barrack-master, so that all future claims may be adjusted accordingly.

R. C. KIRBY, *Acct. Gen.*

FORM (A). *W. O. Form*, 1040.

To ——, of the ——, on Account of Allowance in lieu of Lodgings and Fuel and Light due to him during the Quarter ending ——, 186—, agreeably to the Circular No. 59, dated 27th February, 1857 (167—L—417), and Memorandum dated 12th May, 1860 (41—Depôt Battalions, 12—2).

Station.	Period, both Days inclusive.		Number of		Weekly Rate, 15*s.*	Amount.
	From	To	Weeks.	Days.		£ *s.* *d.*

I certify, upon honour, that during the whole of the above period for which the allowance in lieu of lodgings and fuel and light is claimed, I was actually present and doing duty at the above station, and was not furnished with a house, apartments, or quarters belonging to or rented by the Government, but that I actually provided the same at my own expense; and, further, that I have not been supplied with fuel and light in kind during the same period.

Date ——, 186—.

——.

(Countersigned) ——, Barrack Master at ——.
(Approved) ——, Commanding the ——.

FORM (B). *W. O. Form*, 1112.

To ——, stationed of ——, on Account of *Commuted Allowance* in lieu of *Barrack Accommodation* and *Fuel and Light* due to the under-mentioned Commissioned and Non-commissioned Officers and Men of the —— Regiment of ——, during the Quarter ending ——, 186—, agreeably to the Circular No. 13, dated 1st September, 1856 (167—L—258).

In this Column show the Station at which the Regiment was located, and whether in Permanent or Temporary Barracks, Half Billets, or otherwise.	In this Column give the Date, Letter, and Number of the Special Authority of the Secretary of State for War for the hired Premises at the Weekly Rents charged, such items being supported by the Stamped Receipts of the Landlords.	Officers, &c.		Period, both Days inclusive.		Number of Days.	Officers.		Amount.
		Actual Regimental, not Brevet nor Acting Rank. — In this Column give also the Date of Commission of any Officer included herein whose Name does not appear in the Monthly Army List.	*Christian and Surnames.* Show also, if a Charge of 4s. per Day is made, that the Officer, if of Cavalry or Infantry, was in Command of the Regiment or Battalion, and if of Artillery, of a District or Battalion, and did not occupy a Room in Barracks as an Office.	From	To		Commissioned, per Diem. s. d. Regimental Field Officers, if Commanding Regiments, Battalions, or Artillery Districts, ... 4 0 Other Field Officers, ... 3 0 Captains, . . . 2 3 Subalterns, . . . 2 0	Non-commissioned, per Week. s. d. Staff Serjeants, {1st Class, 8 6 {2d Class, 4 3 Other Ranks, . . . 1 2 Regimental Schoolmasters, {1st Class, 10 0 {2d & 3d Class, . 8 6 {4th Class, 4 3	£ s. d.
						Total Carried over, ...			£

Date, ——, 186—.

I certify that the commissioned and non-commissioned officers and men mentioned in this Return were not and could not be supplied with requisite apartments in the barracks occupied by the regiment to which they belong; that neither fuel nor light was issued in kind to either of them during any part of the period set against their names; and that I have examined throughout this account, amounting to £——, and found it to be perfectly correct.

——, Barrack-master at ——.

I certify that each commissioned officer, each non-commissioned officer, and each man specified in this Return was actually present and doing duty with the regiment at the above station during the period stated against his name, and did provide himself with lodgings during the said time, in consequence of the circumstances verified by the preceding certificate, and was not in receipt of marching money, detention or furniture allowance, or of any other allowance from the public which would disentitle him to the allowance in question.—A.

——, Officer Commanding the —— Regiment of ——.

I hereby confirm the Declaration in the above Certificates.

——, General Commanding the District.

Quarters a Lodging Allowance

H. G. Circ. Mem., 175. AT HOME AND ABROAD. *2d Jan.*, 1862.

Not to preside over Committees.

HIS Royal Highness the General Commanding in Chief, at the request of the Secretary of State for War, directs that paymasters are not to preside over, or in any way interfere with, committees for the management of mess, band, or other regimental funds, nor should the moneys of such funds be placed in the custody of the paymasters, as the duties of their office are sufficient to occupy their individual attention.—C.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

VICTORIA R. *W. O. Circ.*, 850.

Half Pay under Five years' service.

WHEREAS we have judged it expedient to revise that part of our Royal Warrant of the 2d December, 1857, which regulates the half pay of paymasters of less than five years' service, our will and pleasure is, that, from the date of this our Royal Warrant, paymasters of less than three years' service shall, on retiring from that rank, revert to the half pay of their former regimental commissions; and that paymasters of three and less than five years' service, who shall be compelled to retire, temporarily or otherwise, on account of reduction, wounds received in action, or ill health contracted in and by the service, shall be allowed half pay at the rate of 4s. a day, or the half pay of their former regimental commissions.—W.

Given at our Court at St. James's this twenty-third day of January, 1864, in the twenty-seventh year of our reign.

By Her Majesty's Command. DE GREY AND RIPON.

PENAL SERVITUDE.

H. G. Circ. Mem., 108. AT HOME AND ABROAD. 21*st Feb.*, 1861.

HIS Royal Highness the General Commanding in Chief, with the concurrence of the Secretary of State for War, desires that hereafter soldiers who may be convicted by courts-martial or by the civil power, and sentenced to penal servitude, shall not, as a consequence of such sentence, be discharged from the service. Does not entail Discharge.

Such offenders will be sent to a prison to be specially appointed for them.

An immediate report of any such sentence of penal servitude should be made to the Adjutant General of the Forces, for the information of the General Commanding in Chief.—D.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 140. ABROAD. 12*th June*, 1861.

MUCH inconvenience and delay having been caused by military convicts arriving from abroad unaccompanied by the required legal order for their commitment, His Royal Highness the General Commanding in Chief desires that, whenever soldiers are sent home for the purpose of undergoing penal servitude, officers commanding will be very particular in ascertaining that the judge's order of committal is given to the officer in charge of such prisoners.—C. Convicts from Abroad.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 818. FOREIGN. 8*th April*, 1863.

SIR,—The attention of the Secretary of State for War having been directed to the condition in which certain military convicts have arrived in this country from abroad, owing to their not having been supplied with proper clothing for the voyage, I am directed by Sir George C. Lewis to signify his desire that in future such clothing and necessaries as may be required to ensure the cleanliness of prisoners during their passage home may be supplied to them previous to embarkation. I am to add that the Secretary of State for the Colonies has been requested to give the necessary instructions for causing the requisite clothing and necessaries to be supplied, in each case, by the colonial prison authorities, under the order of the governor of the colony; the cost of these articles, with the subsistence of the men, will be admitted as a charge against army votes.—C. Convicts from Abroad.

I have, &c., EDWARD LUGARD.

To General and other Officers Commanding on Foreign Stations.

...ce in carrying out these views.

Beating orders will be sent to you, e
master serjeants, and such of the pensio
worthy of being selected for this duty—n
four in a second class district, with one at
can be employed with advantage—to raise
within the limits of your district. You
parties employed on this duty not to enl
terms prescribed by the circulars from
strictly to the provisions of the Mutiny Ac

Duties.

I am to add, that while employed on t
immediate orders of the General Command
as a sub-division officer on the recruiting
order of the Right Honourable the Secr
inspection and military control of the insp
ing districts within which your head-quart

Reward.

You will be allowed the reward of 5*s.* allo
officers of the army.

Area of Recruitn

The area of recruitment will be confine
district superintended by you.

Militia Volunte

The Secretary of State for War will not d
18*s.* 6*d.* for a substitute from those militia
shall declare themselves to belong to the
shall have attended *one training* with their
months upon the roll of the

Advances and Accountabilities.

The district paymasters will be instructed to put themselves in communication with the staff officers of pensioners within their districts, to make to them the usual advances, to put them in possession of the usual form of accountability, and to make monthly settlements with them. Recruiting by.

Responsibilities of same.

As a preliminary to carrying this project into execution, you will notify to this office your consent, and that of the selected pensioners, to being employed upon this duty, which consent, it is to be distinctly understood, will impose upon them the responsibilities to which all persons employed on the recruiting service are subjected by the second clause of the Mutiny Act.

His Lordship deems it right to direct that you remind the pensioners that, while the remuneration for the enlistment of recruits, who shall be intermediately approved, is most ample, still there is a certain risk in recruiting operations, as the necessary principle in such matters is, that no remuneration or individual expenses are sanctioned in the case of recruits who do not pass medical examination.

It is contemplated to employ the surgeons of the disembodied militia for the necessary medical examination of the recruits, and that their remuneration be that sanctioned for such duty when performed by private practitioners; but where there are no militia surgeons, a private medical practitioner may be employed on the usual terms.—R.

I have, &c., B. HAWES.

Staff Officer of Pensioners, —— District.

W. O. Circ., 207. *8th Feb.*, 1858.

FOR THE INFORMATION OF STAFF OFFICERS OF PENSIONERS RELATIVE TO RECRUITING ACCOUNTS.

Pay.—The pay of a recruit is 1*s.* a day. Recruiting by.

Allowance in lieu of Bread and Meat.—During the present high price of bread and meat he is also allowed 1½*d.* a day, if in England, and 1*d.* in North Britain and Ireland, which is charged in the column in the pay list allotted to lodgings, which is to be *altered* accordingly.

Innkeepers.—When a recruit is billeted on the innkeeper, the latter is allowed 1½*d.* a day for the same, which is chargeable in the pay list in the column allotted for the stationary quarters.

Hot Meal.—No hot meal is chargeable in the staff officer's pay list for any railway journey performed by a recruit of less distance than 150 miles; but if the recruit, in proceeding to the head-quarters of his officer, has to march a distance of ten miles or upwards, and is billeted on the innkeeper, the hot meal 10*d.* is chargeable in Great Britain, and 4*d.* in Ireland.

Surgical Examination.—When a military medical officer on full pay is within a reasonable distance of the recruit's place of enlistment, he is to be taken before him for surgical examination; if there is no such officer near, then he is to be examined by a civil surgeon, preference being given to the surgeon of the disembodied militia, if available for the duty; if the civil surgeon finds the recruit fit for the service, and afterwards he is finally approved by the surgeon at head-quarters, the civil surgeon is to receive the fee of 4*s.*; but if he is rejected on medical grounds, no fee whatever is allowed; the fee of 2*s.* 6*d.*, however, is payable to the civil surgeon if the recruit be rejected at head-quarters for other than medical disabilities.

Recruiting Party.

If the civil surgeon rejects a recruit on first examination, he is allowed 2*s.* 6*d.* for such examination. He is also allowed 2*s.* 6*d.* for the examination of recruits who pay smart, or desert before final inspection.

Levy Money.—All payments on this account, including fee to magistrate's clerk, medical examination, and rewards to officer and party, are to be charged in the pay lists in the column appropriated to levy money.

Smarts.—The staff officer will be debited by the district paymaster with 20*s.* for each smart he receives, for the credit of the public, and the former will charge in his pay list, in the column for levy money, the reward of 5*s.* allowed the enlisting party, and also the fee of 1*s.* to the magistrate's clerk for reporting the smart to the War Office and the inspecting field officer, and also 2*s.* 6*d.* allowed the civil surgeon, if the recruit had been medically inspected prior to paying smart.

The staff officer is required to send a monthly smart return to the inspecting field officer, whether he has received any smart or not.

Out-stations.—When recruits are enlisted at out-stations, and are brought to the staff officer's head-quarters for his inspection, the conductor should bring a receipt for the railway fare he may pay, which will enable the staff officer to make up a general "Return of Marches and Railway Journeys," to be sent with his pay lists, but the receipts he will keep for his own guidance, as they will not be required to be sent with his pay lists.

Settlement.—When the staff officer sends recruits to the *district head-quarters*, he will pay and charge them in his pay lists, including their railway fares, to the *date of their arrival* there; but if they are sent direct to head-quarters of their depôt or regiment, then he will charge them in his pay lists *to the day previous* to their march, and issue a sufficient advance to take them to their destination, reporting the same to the district paymaster, upon War Office Form No. 590, who will credit the staff officer's account with the amount.

Routes.—When recruits are sent to the district head-quarters, the escort should be furnished with a route for himself and the recruits, which will also be available for his return to his station; but if sent to the head-quarters of their corps, he will require two routes, one for the recruits and one for himself, going and returning. Escorts from out-stations to their staff officer's head-quarters will proceed under the authority of their beating orders.

Conductor.—The out-pensioner who conducts a recruit or recruits from an out-station to the staff officer's head-quarters will be allowed (exclusive of his railway fare) 1*s.* 6*d.* for each day he is necessarily engaged in this duty. If the out-pensioner has to march a distance of not less than ten miles, he will also be entitled to the marching allowance of 1*s.* 1*d.* in Great Britain and 4*d.* in Ireland for such day's march, he being billeted upon the innkeeper in the usual manner. He will also have the same pay and allowances returning, but no marching money for the day he reaches his own home. The escort who conducts recruits from the staff officer's head-quarters to the head-quarters of the recruiting district will also be allowed 1*s.* 6*d.* a day during the period he is so employed, with the usual marching allowance, when railway conveyance is not available, the charge being supported in the staff officer's pay list by the route under which the escort proceeded.

The staff officer, in making application to the district paymaster for funds, will be pleased to state what amount he considers necessary to start with, but upon repeating his application for an additional supply, he will be pleased to state the number of recruits he has passed since the last issue.—R.

R. HAWES.

W. O. Circ., 228. *10th March*, 1858.

Recruiting by.

DOUBTS having arisen whether the allowance of 2*s.* 6*d.* may be issued to pensioners for conducting each recruit to the head-quarters of the inspecting field officer for approval, in addition to the daily pay and marching money granted by the Circular of the 8th February last, it is to be clearly understood that the 2*s.* 6*d.* is only admissible if the latter rates are not charged, and when therefore the pensioner would otherwise lose the time occupied in bringing in a recruit and getting him passed. It is further to be understood that it is only given for such recruits as are approved by the inspecting field officer.

This allowance, as well as the others established by the Circular of 8th February, No. 207, may be considered as taking effect from the date when the recruiting by pensioners commenced. Where allowances have been issued by mistake, no refund will now be required.

The same allowances may be paid to any pensioner who conducts the recruits as if he were the actual enlister.—R.

B. HAWES.

W. O. Circ., 262. *4th June*, 1858.

Returns, Ammuniti and Arms

SIR,—I am directed by Secretary Major General Peel to transmit the copy of a letter from the general commanding the forces in Ireland, calling for certain returns to be periodically furnished to him in regard to the numbers, arms, and ammunition of the enrolled force of pensioners in each district there, and to request that you will cause the same to be regularly forwarded as therein directed.

In order that you may be kept informed of the state of the service ammunition, the barrack-masters in whose charge it is still to remain will afford you access to it on all occasions when you consider that necessary, and it should be seen by you at least once a month.

I have, &c., B. HAWES.

Staff Officer of Pensioners, —— District.

Royal Hospital, Dublin, 10*th April*, 1858.

Sir,—With a view to ensure that the arms and ammunition of the pensioner force in Ireland are constantly kept in a serviceable state, I have the honour to request that each staff officer of pensioners in Ireland may be directed to furnish the deputy adjutant general, through the proper channel, for the information of the general commanding, at the end of each quarter, with a return according to the annexed form, showing the number of enrolled pensioners in the district, the number of arms, and the quantity of service ammunition in possession, with a certificate as to the state of the arms and ammunition. I beg at the same time to point out that the staff officers of pensioners should be informed that they are responsible that the service ammunition supplied for the use of the force under their orders is available whenever required, and that the fact of the ammunition being kept for them by the barrack-masters at certain stations for security does not relieve them from the responsibility.

The quarterly return of pensioners hitherto furnished by the staff officers to the Adjutant General's Department will be no longer required.

I have, &c., (Signed) SEATON, *General.*

The Right Honourable the Secretary of State for War.

—— Pensioner District.

Returns, Ammunition and Arms.

QUARTERLY RETURN, showing the Number of Enrolled Pensioners in the above District, with the Number of Arms and Quantity of Service Ammunition in possession.

——, 185—.

Number of Enrolled Pensioners.		Number of Arms.	Number of Rounds of Service Ammunition.	Where Stored.	Remarks.
Serjeants.	Rank and File.				

I certify that I examined the arms and ammunition belonging to the pensioner force under my orders during the past quarter, and found them in a perfectly serviceable state.—A.

——,
(Signature of Staff Officer.)

W. O. Circ., 263. *4th June*, 1858.

Ammunition.

THE Secretary of State for War having had under consideration the regulations now in force relative to the custody of ammunition belonging to the enrolled pensioners, desires all barrack-masters having charge of the ammunition above referred to, to afford every facility to officers of enrolled pensioners for the purpose of inspecting and ascertaining the quantity and condition of the same.

This order does not in any way alter the regulations previously laid down as to the responsibility of barrack-masters for the charge and safe custody of the ammunition.—A.

B. HAWES.

W. O. Circ., 509. *30th Nov.*, 1859.

Staff Officers' Public Accounts.

THE staff officers of pensioners are informed that it is found requisite, for a due record in this department of the correct expenditure in the accounts transmitted by them, that such charges as shall be found on examination to be erroneous, or not supported by the necessary vouchers, shall be in future struck out of the accounts, without waiting as heretofore for the answers of the staff officers, and shall not be allowed to their credit in the books of this office; the balance in the accounts on which any disallowance shall be made will consequently be altered by this office, but the requisite adjustments on the part of the staff officers will continue to be made as heretofore, by crediting the amount of disallowances in the first pay list rendered after the receipt of the abstract of examination and of the decisions thereon, if any additional disallowances be made. For the purpose of carrying out the intended alterations, an amended Form, herewith forwarded, is to be substituted for the present general state; the fly-sheet annexed thereto being for the exclusive use of this department, it is to be left entirely blank by the staff officer. All payments entered in the general state should be correctly classified, and charges brought forward thereto, from summary, pages 7 and 8, should be placed under their respective heads of Army, Militia, Navy, India, Mercantile Marine, Trinity House, Patriotic Fund, &c., as the case may be. The staff officers will perceive that this

alteration in the system of accounts will render it more requisite than before that the explanations called for in the abstract of examination should be transmitted to this department without delay, in order that the officers may be apprised as early as practicable of such charges as may be struck out of their accounts on the first examination, and of such as are re-admitted on receipt of their explanations.—A.

Staff Officers' Public Accounts.

JOHN ROBERT GODLEY.

W. O. Circ., 669. 16*th March*, 1861.

WITH reference to the Royal Warrant dated 27th September, 1860, Circular 641, which assigns relative army rank to staff officers of pensioners, and by virtue of which rank they become entitled to certain increased allowances in lieu of lodgings and fuel and light, the Secretary of State for War has decided, that as the officers referred to enjoy the advantage of being free from the liabilities of occupying public quarters—an indulgence which is not conceded in the case of the officers who draw the higher rates of allowances sanctioned by the warrant referred to—that the rates in lieu of quarters and fuel and light to be drawn by the staff officers of pensioners shall in future be regulated by the classification of the district in which they may be employed, and that 2*s.* 6*d.* per day at a first-class, and 2*s.* 2*d.* at a second-class district, shall be those applicable to the appointments in question, thus making the consolidated allowance 11*s.* per day for the former, and 9*s.* per day for the latter, and which may be charged from the 1st April, 1860, in addition to the half-pay of the respective ranks.

Staff Officers' Pay and Allowances.

In the event of a staff officer of pensioners occupying a public quarter, either at a first or second-class district, he shall be entitled to one room's issue of coals and candles, or to the equivalent in commutation of 6*d.* per day.—P.A.

B. HAWES.

PENSIONERS.

W. O. Circ., 179. 26*th Nov.*, 1857.

Lost Medals.

SIR,—Many applications having been made to this department on behalf of pensioners for the re-issue of lost medals and other decorations, I am directed to inform you that the following regulations have been approved by the Secretary of State for War on that head:—

1st. If any of these medals or decorations be lost while the pensioner is at exercise, or while employed on public duty, and proof can be adduced that he was wearing it when first inspected on parade, and that he immediately reported the loss to his officer, another will be issued to him free of charge on that officer's recommendation, provided it be accompanied by satisfactory evidence that the loss may be presumed to have arisen from circumstances beyond the pensioner's control.

2d. If the medal or decoration be lost or stolen while the pensioner is not on duty, it can only be replaced on payment of the price, accompanied by the recommendation of his officer and the evidence of two persons as to the circumstances under which the loss took place, and that it arose from no wilful negligence on the part of the claimant.

3d. If the medal has been lost under circumstances which do not admit of the evidence of third parties, the declaration of the pensioner is to be taken before a magistrate, and, if accompanied by a certificate of good conduct on the part of the staff officer of pensioners, it may be received as satisfactory, in lieu of other evidence.

4th. In order, however, to found any claim for a re-issue under this circular, every pensioner must, at the payments in the beginning of the April quarter of each year, produce his medals or other decorations to his officer, of which a note is to be made in the office copy of his pay list by writing the letter "M" after the pensioner's signature in red ink; and no claim is to be entertained for the loss of any of them in the course of the year if he have failed to comply with this regulation.

5th. All claims for lost medals or decorations are to be forwarded to this office in the end of the last month of the quarter in which the loss occurs, accompanied by the evidence and recommendations in support of the claim; and, unless under very special circumstances, no retrospective claim can be entertained for the loss of any such medals or decorations beyond two years after it occurred.

6th. In communicating these arrangements to the pensioners, you will not fail to impress upon them the necessity of taking every possible care of their medals and decorations, as any negligence in doing so will prevent a re-issue, even at their own expense, a precaution which is absolutely necessary in order to reduce the applications within reasonable limits.—M.

The Staff Officer of Pensioners. I have, &c. B. HAWES.

W. O. Circ., 240. 27*th March*, 1858.

Mercantile Marine Pensioners.

SIR,—As it has been found that many of the mercantile marine pensioners are drawing pensions from the Trinity House, it has been decided that, for the greater facility of account, the latter are in future to be paid by

staff officers of pensioners, which arrangement is also to be extended to nall number, who are not upon the mercantile marine list, so that the ıle may be brought under one general system of superintendence and ıagement. Mercantile Marine Pensioners.

am therefore directed by Secretary Major General Peel, to transmit to the accompanying lists of such of these pensioners as are resident in your rict, with the following instructions for your guidance:—

uch of these as are in the receipt of pensions from both funds will be paid ;he same time, but, as the money is obtained from different sources, care ıt be taken to distinguish the respective amounts paid from each. For ı purpose, when the pensioner is entitled to draw from both funds, all ments on account of the Trinity House Pension Fund must be entered ı separate column from that of the Mercantile Marine Fund; and where pensioner is entitled to draw from the Trinity House Fund only, his ıe and the amount due to him are to be inserted immediately after the ıes in the mercantile marine list, according to the form enclosed, taking ı to place the number by which the pensioner is borne on the registers of ı office against each name in the respective lists.

ın the 1st of January in each year the men and widows are entitled to an itional month's pension, called bounty money, which you will accordly issue to them; but this boon does not extend to their children.

'he pensions of the boys cease when they are twelve years of age; those the girls at fourteen; but they are entitled to their pension for the whole ırter in which they respectively attain those ages.

'he pensions of the men may continue to be drawn without deduction ing any employment they obtain at sea or in the coasting trade; it is y when they are in the receipt of pension from the Mercantile Marine Fund t they are liable to port dues while so employed.

ıny person, however, possessing an income (*not being the produce of labour*) ;he extent under-mentioned, is to be struck off the Trinity House list:—

		Per Annum.
ıeamen, or their widows,		£10
'etty Officers (carpenter, boatswain, gunner) or their widows,		15
ılates,	ditto	20
ılasters,	ditto	30

'he name of any pensioner, in any of the above classes, possessing the ome which precludes the receipt of a pension, must be immediately orted to this office.

'hese pensions will be forfeited—

On conviction of felony; on non-application for two years; on the remarriage of the widow, which *will involve also the forfeiture of the children's pension.*

'hese pensions are also not claimable during any period the parties may maintained in a prison, workhouse, union, hospital, or public charity; ; you will report each case as it occurs, specially to this office, for direcıs, before striking a pensioner off your pay list.

'he privilege of commuting these pensions is usually restricted to persons ıut to emigrate, and, when permitted, the commutation will be *limited to years' purchase*, without reference to age; but if the parties are in the eipt of pensions from both funds, the one cannot be commuted without other.

'or particulars in regard to the identification, payment, and superintenıce of these pensioners, you are referred to the Circular Letter from this ce of 27th February, 1852, as, with the exceptions just specified, the rules

Mercantile Marine Pensioners.

and regulations of the mercantile marine pensioners may be considered as applicable to the Trinity House pensioners also.

No more pensioners will hereafter be admitted on the Trinity House fund, and the payment of such as are named in the lists forwarded to you, but who are not in your district, has been provided for where they reside, therefore no further notice need be taken of them by you.

You will retain the lists as your authority for taking these pensioners on your books; but when you have completed the payments for the quarter, you will forward to this office others in the enclosed form, inserting therein the mercantile marine number of all who are in receipt of pensions from that fund, which lists will be returned to you with the Trinity House numbers noted thereon; and both must thereafter be quoted in all documents or correspondence with this office respecting these pensioners.

In all cases where the payments are likely to exceed £10, an approximate amount to what is likely to be required will be forwarded to you in the beginning of next month, and you will transmit estimates in the usual manner, for the payments of the succeeding quarters in the same form as for the mercantile marine.

In all cases where an officer has been in the habit of drawing an allowance for the mercantile marine pensioners, as in excess of the regulated numbers, for a first or second class district, he will be permitted to add the Trinity House pensioners also at the same rate of 3*d.* per payment, which will be charged in like manner.—M.

I have, &c. B. HAWES.

The Staff Officer of Pensioners, —— District.

W. O. Circ., 311. *8th Sept.*, 1858.

Lost Medals of Naval Pensioners.

SIR,—With reference to the Circular from this department, No. 179, of the 26th of November last, I am directed by the Secretary of State for War to transmit herewith, for your information and guidance, a copy of a circular memorandum which has been issued by the Lords Commissioners of the Admiralty, setting forth the regulations which their Lordships have adopted, so far as the royal navy is concerned, with regard to the issue of duplicate war medals and clasps.

You will be guided by the rules laid down in the enclosed circular, in the case of any applications for new medals and clasps which may be preferred by naval pensioners resident within your district.—M.

I am, &c. JOHN ROBT. GODLEY.

The Staff Officer of Pensioners.

Adm. Circ., 330. *1st July*, 1858.

Lost Medals of Naval Pensioners.

MY Lords Commissioners of the Admiralty have been pleased to approve of the following regulations respecting the issue of duplicate medals and clasps for the undermentioned services, to replace those lost or stolen, viz.:—

Medals for the campaign in the Crimea and Baltic.

Clasps—Sebastopol, Inkerman, Balaklava, Azoff.

Duplicate medals and clasps will be issued to those *only* who have *not* left the naval or marine service, or to pensioners, or to persons who, after having left the navy, joined and are still serving in the army.

In cases of the loss having been sustained by officers and men *in the performance of their duties*, in the strictest sense of the term, the loss will be

Lost Medals of Naval Pensioners.

ı good free of charge, provided satisfactory evidence is produced that ›ss occurred under circumstances beyond their control; but in cases of vhile they were not on duty, the loss can only be replaced on payment ɜ price of the medal or clasp.

medal or clasp cannot be replaced if the original was lost through negli- ı or misconduct.

:laim cannot be entertained beyond two years after the loss occurred.

ery application, accompanied by a certificate in the annexed form, must ıde through the commander of the ship on board of which the appli- is serving, the colonel commandant of the division of Royal Marines to ı he belongs, or, in the case of a pensioner, by the staff officer of the ct in which he resides; and in such certificate must be stated the iption of medal or clasp lost, the name of the ship for which it was led, and whether or not the applicant was at the time of the loss in the tion of his public duty.

the duplicate medal or clasp will be issued on these certificates only, caution should be used in granting them, as the commanding officers ıe held responsible that duplicates are not obtained improperly.

Form of Certificate.

ıereby certify that —— has this day appeared before me, and stated ıe has lost ——, which was issued to him for his services on board Her ıty's ship ——, that I have caused the case to be thoroughly investi-, and from the evidence produced I am satisfied that the loss was ined under circumstances beyond his control, and not through any mis- ıct or negligence on his part; further, that at the time he was* in the tion of his public duty.—M.

'en under my hand this —— day of ——.

By Command. H. CORRY.

O. Circ., 642. HOME AND FOREIGN. 22*d Nov.*, 1860.

Pensioner Labourers.

MR. SECRETARY HERBERT having had under consideration that ın of the Circular dated 15th December, 1855 (S—8508), No. 1681, ı limits the admission of pensioners as labourers to the age of forty, has pleased to extend the period to forty-three for pensioners from the :y.—L.

B. HAWES.

O. Circ., 763. FOREIGN. 31*st May*, 1862.

Pensioners of Indian Government.

WITH a view to facilitate the periodical payment of pensioners of ıdian Government, it has been arranged between Secretary Sir George ı and the Secretary of State for India in Council, that the requisite rities for such payments shall in future be sent direct by the Indian nment to the comptroller of army expenditure in the several colonies, vill, immediately on receipt of the same, instruct the military accountant ıe the amounts specified therein to the several persons named.

ı accountant will be careful to enter in his account current the sums or such pensions separately from those issued to pensioners from the ial service, and will attach the original authority to the pay lists.

cific authority will be given in each case; and until it shall be received, yments are to be made.—I.

the Comptroller of Army Expenditure.

* If "*not*," to be stated.

foreign service while serving on full pay, "*seven*" years, shall have been in good he shall be clearly shown that the disease accelerated by the performance of his du stitutional predisposition, misconduct, or officer himself had control: our will and officer so dying shall have served "*five*" admissible, subject to the provisions of o our further will and pleasure, that the r administered and interpreted by our Secr henceforth be the sole and standing au contained.—w.

Given at our Court at St. James's this e 1857, in the twenty-first year of our r

By Her M

VICTORIA R. *W. O. Circ.*,

N.-C. Officers and Privates.

WHEREAS by our Royal Warr Ordnance Regulations of 1st November, Warrant, it is declared that the distinction not extend to serjeants and other non-cor of corporal; and whereas it is further decl shall not be entitled to have their good-c on discharge, but that they shall have tl computed as privates, either with the ad with the addition of one halfpenny per d pleted in the rank of bombardier or corpo all bombardiers or corporals who enlisted infantry subsequently to the 1st Marc engineers subsequently to the 15th Apri or who shall hereafter be, discharged a service in the artillery, engineers, or infa

engineers subsequently to 15th April, 1833, and who may have been, or who shall hereafter be, discharged after twenty-one years' service in the artillery, engineers, or infantry, or twenty-four years' service in the cavalry, shall be entitled to have their pensions computed according to the scale prescribed in the said article of our said Royal Warrant; and shall also be entitled to have their service as serjeant reckoned as good-conduct service, to enable them to add to the rate of good-conduct pay which they had acquired prior to promotion, and to carry the whole to increase their pension: provided always, that the amount of pension thus to be awarded shall, in no case, exceed the maximum pension prescribed by our said Royal Warrant of the 1st July, 1848; namely, for a serjeant major, two shillings and sixpence a day; for a quarter-master serjeant, two shillings and threepence; and for a troop serjeant major, colour serjeant, or serjeant, two shillings a day. N.-C. Offic and Priva

And whereas by the fifth paragraph of the twenty-first clause of our said Royal Warrant of the 1st July, 1848, and the same paragraph and clause of the Ordnance Regulations of 1st November, 1850, it is declared that soldiers who had enlisted in the cavalry or infantry before the 2d March, 1833, and in the artillery or engineers before the 16th April, 1833, shall not be entitled to have their good-conduct pay added to their pension on discharge: our will and pleasure further is, that all such soldiers, *except those who have been discharged upon the modified rate of pension*, whether privates, bombardiers, corporals, serjeants, or other non-commissioned officers above the rank of corporal, who since the grant of good-conduct pay have been or may hereafter be discharged, shall have the option of being pensioned for service alone, without any consideration for good-conduct pay, under the provisions of the Warrant of the 14th November, 1829, or of reckoning their good-conduct pay or good-conduct service in addition to such rates of pension as men of similar length of service, enlisted in the cavalry or infantry after the 1st March, 1833, and in the artillery or engineers after the 15th April, 1833, would be entitled to under the provisions of the Warrant of the 1st July, 1848, and Regulations of 1st November, 1850; provided, however, that the pension, except for wounds received in action, shall in no case exceed, for a gunner and driver, sapper, or private, one shilling and threepence; for a bombardier, or corporal, one shilling and sixpence; for a serjeant, troop serjeant major, or colour serjeant, two shillings; for a quarter-master serjeant, two shillings and threepence; and for a serjeant major, two shillings and sixpence a day.—W.

Given at our Court at St. James's this twentieth day of July, 1857, in the twenty-first year of our reign.

By Her Majesty's Command. PANMURE.

VICTORIA R. *Circ.* 686.

WHEREAS we were pleased to issue a Warrant under our royal sign manual, dated 27th October, 1860, for the purpose of regulating the grant of pensions and allowances to officers of our land forces on account of wounds and injuries received in action, our will and pleasure now is, that our said Royal Warrant of 27th October, 1860, shall from henceforth be cancelled; and that this our Royal Warrant, to be administered and interpreted by our Secretary of State for War, shall be constituted in lieu thereof, and shall be the sole and standing authority upon the matters herein contained. For Wour of Officers

Given at our Court at St. James's this twenty-eighth day of May, 1861, in the twenty-fourth year of our reign.

By Her Majesty's Command. HERBERT.

PENSIONS AND GRATUITIES TO OFFICERS OF THE LAND FORCES, LIMITED TO WOUNDS AND INJURIES RECEIVED IN ACTION.

Gratuity of One Year's Pay.

For Wounds of Officers.

1. If an officer shall receive a wound in action, which shall occasion the loss of an eye, or a limb; or shall lose thereby the total use of a limb; or shall receive bodily injury equal or nearly equal in its consequences to the loss of a limb, he may receive a gratuity in money of one year's full pay, of the regimental rank or staff appointment held by him at the time he was wounded, for the loss of such eye or limb, or for such injury.

Pension.

2. If an officer shall be wounded in action, and it shall be reported by a board of army medical officers, assembled by order of the Secretary of State for War for the personal examination of such officer, that he has, in consequence of his wound, lost a limb or an eye, he may be recommended to Her Majesty for a pension, at the rate fixed in the annexed scale for the rank held by him when he was wounded, and commencing one year after the wound was received.

Loss of more than One Limb or Eye.

3. If the officer shall have lost more than one limb or eye, he may be recommended for a pension for each limb, or for each eye, so lost in action.

Temporary Pension.

4. If the wound received by an officer in action shall be so severe in its permanent effects as to be fully equal, or nearly equal, to the loss of a limb, and the injury shall be so reported by the military medical board, he may be recommended to Her Majesty for a temporary pension, the continuance of which shall depend upon subsequent examinations before a military medical board.

Gratuity.

5. If any wound received in action shall be certified to be severe and dangerous, but in its permanent effects not nearly equal to the loss of a limb, the officer receiving such wound may receive a gratuity, varying, according to the nature of the case, from three to twelve months' full pay of the regimental rank or staff appointment held by him at the time he was wounded.

Permanent Pension.

6. If an officer shall have held a pension for a wound received in action for a term of five years, and shall have been examined twice at the least before a board of army medical officers, he may be recommended for the permanent continuance of such pension; but if the officer, before the expiration of the term of five years, shall have so far recovered that his wound or injury is not equal, nor nearly equal, to the loss of a limb, then he shall cease to receive such pension.

Limit of Application for Pension.

7. If within the period of five years after a wound has been received an officer shall not apply for the pension, or on his so applying for it the wound shall not have been proved to be permanently equal, nor nearly equal, to the loss of a limb, such officer's claim to a pension for such wound shall not at any subsequent period be entertained.

Gratuity.

8. No gratuity for any wound shall be granted after the lapse of five years from the time the wound was received.

Loss of Vision.

9. No pension for the loss of an eye, from a wound received in action, shall be granted unless the actual loss of vision shall have occurred within five years after the wound was received, and be solely attributable to such wound. For Wounds of Officers

Brevet Rank, or Duties superior to those of Regimental Commission.

10. As a general rule, the pension or gratuity shall be granted according to regimental rank; but should an officer, with or without brevet rank, have been employed, at the time he was wounded, in discharge of duties superior to those attached to his regimental commission, the gratuity and pension may be given in accordance with the rate prescribed for the regimental rank immediately above that held by such officer at the time of being wounded.

Pensions tenable with Pay.

11. These pensions may be held together with any other pay and allowances to which an officer may be entitled, without any deduction on account thereof, and may be granted to, and continue to be held by, the officer should he leave the service.

New Rates to be applicable for the future to Officers Wounded since Declaration of War with Russia.

12. Officers who are still suffering from wounds received since the 28th March, 1854, the date of the declaration of war with Russia, should such wounds be certified by a military medical board to be now equal or nearly equal to the loss of a limb, may receive pensions according to the provisions of this warrant, from the 27th October, 1860, the date of the warrant hereby cancelled.

Rate of Pension.	Ranks.	Amount.
	Field Marshal, General, or Lieutenant General Commanding in Chief at the time, ...	To be specially considered.
	Lieutenant General, ...	£400.
	Major General, Brigadier General, and Officers holding equivalent relative rank, ...	£350.
	Colonel, Lieutenant Colonel, and Officers holding equivalent relative rank, ...	£300.
	Major, and Officers holding equivalent relative rank,	£200.
	Captain, and Officers holding equivalent relative rank,	£100.
	Lieutenant, and Officers holding equivalent relative rank, ...	£70.
	Cornet, Second Lieutenant, Ensign, and Officers holding equivalent relative rank, ...	£50.

POSTAGE.

W. O. Circ., 144. 23*d Sept.*, 1857.

Prepay: Abroad.

SIR,—I have the honour to inform you, by direction of the Secretary of State for War, that his Lordship, having had his attention drawn to the necessity of exercising a vigilant control over postage expenditure in the military departments abroad, has decided upon the abolition of the system of franking, which appears to prevail extensively at military stations abroad; and I am therefore to request that, on receipt of this communication, you will issue instructions to the following effect:—

1. The practice of franking being hereby forbidden, as regards all military departments throughout the command, no account kept by the post office will in future be recognized, and all outstanding accounts of this description are to be at once closed.

2. All letters on the public service are to be paid for on posting or delivery. And for this purpose, imprests will be made by the commissariat to the heads of each department to such amounts and at such times as may be authorized by you.

3. A pass-book, in the subjoined form, is to be kept by each department, in which all letters chargeable to the public are to be entered: these entries are to be daily examined by the head of the department, whose signature should be affixed, in token of the correctness of the day's expenditure.

Form of Pass-book for Postage.

Place and Date.	From	To	Purport.	No. of Enclosures or Sheets.	Amount paid.	Signature of the Head of the Department.
					£ s. d.	

I am to add that this system is to be adopted in the store and commissariat, as well as the other military departments at the station under your command, and that no charge for postage will be admissible unless supported by a certified copy of the entries made in the office register.

The purport of this circular should be communicated to the several postmasters at the station under your command.—P.

I have, &c., J. R. GODLEY.

To Officers Commanding Abroad.

W. O. Circ., 250. 12*th May*, 1858.

Letters Schoolmasters.

THE attention of the Secretary of State for War having been directed to the question whether schoolmasters in the army are entitled to the privilege accorded to soldiers and seamen of forwarding their letters through the post office at the reduced rate of postage fixed for such correspondence by the 3d and 4th Vict., cap. 96, sect. 53:

I am directed to inform you that it has been decided that army schoolmasters of the first class are excluded, by their rank as warrant officers, from

ers of ›olmas- sending their letters at the reduced rate above referred to, but that this privilege may be extended to all schoolmasters of the second, third, and fourth classes, who rank as non-commissioned officers: such schoolmasters may therefore present their letters for the endorsement of their commanding officer, when they will be transmitted under the annexed regulations.

B. HAWES.

Letters for Non-commissioned Officers, Soldiers, and Seamen in Her Majesty's Service.

Subject to the subjoined regulations, non-commissioned officers, private soldiers, or seamen, whether serving on board Her Majesty's ships or transports, on sea or land (in foreign parts), as also enrolled pensioners in Canada, can send and receive letters by direct packet, vessels of war, or transport, for a postage of 1*d.*

1st. The person claiming the privilege must at the time be actually employed in the service of Her Majesty or of the East India Company, and must not be either a commissioned or warrant officer, midshipman, or master's mate, the privilege not extending to these officers.

2d. If the letter be posted within the United Kingdom, the penny must be prepaid, as must any foreign postage that may be chargeable; and if sent by a private ship, the gratuity of one penny or twopence, as the case may be, to the captain, must be prepaid. If posted abroad, prepayment is not compulsory; but if the letter be sent unpaid, it is on delivery charged twopence, together with any foreign postage or gratuity to a sea captain that may be due.

3d. The letter must not weigh more than half an ounce.

4th. It must relate entirely to the private concerns of the soldier or seaman.

5th. The name of the soldier or seaman, with his class or description, must appear in the direction, and the officer having the command must sign his name, and specify the ship or regiment, corps or detachment, to which the soldier or seaman belongs; the name of the ship or regiment being entered in full. The foregoing particulars must be given in one of the following forms:—

Soldiers.

From A. B., Army Schoolmaster, —— Class,
—— Regiment or Garrison.
[*Here the direction of the Letter to be inserted.*]
C. D, Colonel, or other Officer Commanding, —— Regiment.
To A. B, Army Schoolmaster, —— Class,
—— Regiment or Garrison.
[*Here the direction to be finished.*]

If either of the foregoing regulations be violated, the letter is charged with the full letter rate.—s.

W. O. Circ., 376. 22*d Jan.*, 1859.

ayment ›ad. MISAPPREHENSION having been found to exist at several foreign stations as to the purport of Circular No. 144, dated 23d September, 1857 (164,789—4), by which certain changes in the mode of paying and accounting for postages were prescribed, I am directed by Secretary Major General Peel to inform you that it was not intended to bring under local settlement the postage of any letters which were not prepaid abroad previously to the issue of that circular, but only that the charges on letters necessarily paid at a foreign station should be paid on posting or delivery, as the case might be,

instead of forming the subject of running accounts with the local post offices. Prepay Abroad

I am therefore to request that, should letters addressed to the departments at home have been paid for at your station in consequence of the above-quoted circular, you will give directions for the discontinuance of such prepayments for the future.—P.

To Officers Commanding Abroad. B. HAWES.

W. O. Circ., 553. 21*st Feb.*, 1860.

INSTANCES having lately occurred of letter postage at the unpaid rate being charged for parcels of books transmitted to Her Majesty's Stationery Offices in London and Dublin, in consequence of such parcels not being prepaid by the barrack-masters who forwarded the books: Prepay of Book Parcels

It is hereby notified, that in future all parcels containing books to be repaired at Her Majesty's Stationery Offices in London or Dublin, or by Messrs. Murray and Gibb, Edinburgh, must be prepaid and be open at the ends or sides, and that the regulations on this head, contained in the "British Postal Guide," should be in every respect strictly adhered to.

The postage for all such parcels should be included in a separate voucher in the barrack-master's accounts, and charged under the special heading of "Treasury Departmental postage."—P.

The Barrack-master at ——. B. HAWES.

W. O. Circ., 648. HOME AND FOREIGN. 24*th Nov.*, 1860.

SIR,—An Act having been passed during the last session of Parliament relative to the postage on re-directed letters of commissioned, non-commissioned officers, and soldiers, whilst on actual service, I am directed by Mr. Secretary Herbert to acquaint you that the Lords Commissioners of Her Majesty's Treasury, by their Warrant dated 22d October, have been pleased to exempt the letters of such commissioned, non-commissioned officers, and soldiers from any foreign rates of postage chargeable for re-direction, whenever such letters, on being re-directed, shall be again forwarded by the post through any foreign country.—R. Re-dire

I am, &c., B. HAWES.

The Officer Commanding —— Regiment.

PRISONERS.

W. O. Circ., 495. 21*st Oct.*, 1859.

1. THE allowance granted under the 42d clause of the Mutiny Act for the maintenance in civil prisons of soldiers under sentence of court-martial, or of deserters, having been increased from 6*d.* to 1*s.* a day, the same is notified for the information of commanding officers and paymasters of corps and battalions. Subsist in Civil Gaols.

2. This increase is to be understood as equally applicable to soldiers confined in civil prisons under the provision of Clauses 30, 46, and 47 of the Mutiny Act.

3. The rates specified at page 27 of the Royal Warrant of 1st July, 1848, for the subsistence of deserters in confinement, and in Articles 179 and 180 of the explanatory directions, for the subsistence of soldiers in civil confinement for other offences, are consequently altered; and the payments to the credit of the prison funds will therefore be at the rate of one shilling each man per diem.

4. Soldiers released from confinement and entitled to arrears of pay in the circumstances specified in Article 180 of the explanatory directions, will not be liable to contribute more than 6*d.* a day towards their subsistence in prison, although the payment to the gaoler is increased to 1*s.* a day.

5. This increased allowance for the maintenance of men under sentence of courts-martial will date from the 1st April, 1859, and for all other soldiers in civil confinement for military offences from the 1st October, 1859.—C.

To Commanding Officers, Paymasters of Regiments, Depôt Battalions, and Districts. B. HAWES.

H. G. Circ. Mem., 264. AT HOME AND ABROAD. 3*d June*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief, in concurrence with the Secretary of State for War, is pleased to direct, with reference to the Horse Guards Circular Memorandum of the 8th July, 1862, No. 212, that soldiers under sentence of imprisonment shall receive a meat dinner twice a week, after 28 days' confinement, whether such period of imprisonment has been passed in a guard room, or in garrison or barrack cells. Meat D ners aft days.

It is to be understood that all soldiers sentenced to a longer period of imprisonment than 28 days are to be confined in a military prison, if possible.—C. M.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

PENSIONS.

VICTORIA R. *Circ.* 122.

Widows of Officers.

WHEREAS by our Royal Warrant bearing date the 15th June, 1855, regulations were established for the grant of pensions to widows of officers of the land forces; and whereas by the said regulations it is required, in order to give a claim to pension to the widow of an officer dying from the effects of foreign service while serving on full pay, that such officer shall have served "*seven*" years, shall have been in good health when he married, and that it shall be clearly shown that the disease which occasioned his death was accelerated by the performance of his duty, and was not the result of constitutional predisposition, misconduct, or any circumstances over which the officer himself had control: our will and pleasure is, that hereafter, if any officer so dying shall have served "*five*" years, his widow's claim shall be admissible, subject to the provisions of our said Royal Warrant. And it is our further will and pleasure, that the regulations herein contained, to be administered and interpreted by our Secretary of State for War, shall from henceforth be the sole and standing authority upon the matters herein contained.—W.

Given at our Court at St. James's this eighteenth day of July, 1857, in the twenty-first year of our reign.

By Her Majesty's Command. PANMURE.

VICTORIA R. *W. O. Circ.*, 124.

N.-C. Officers and Privates.

WHEREAS by our Royal Warrant of the 1st July, 1848, and Ordnance Regulations of 1st November, 1850, founded on the said Royal Warrant, it is declared that the distinction and rewards for good conduct shall not extend to serjeants and other non-commissioned officers above the rank of corporal; and whereas it is further declared that bombardiers or corporals shall not be entitled to have their good-conduct pay added to their pension on discharge, but that they shall have the option of having their pensions computed as privates, either with the addition of good-conduct reward, or with the addition of one halfpenny per diem for each year of service completed in the rank of bombardier or corporal: our will and pleasure is, that all bombardiers or corporals who enlisted into our service in the cavalry or infantry subsequently to the 1st March, 1833, and in the artillery or engineers subsequently to the 15th April, 1833, and who may have been, or who shall hereafter be, discharged after completing twenty-one years' service in the artillery, engineers, or infantry, or twenty-four years' service in the cavalry, shall be entitled to have their pensions computed according to the scale prescribed in the second portion of the ninth clause of our said Royal Warrant and Regulations; and shall also be allowed to add the good-conduct pay of which they shall have been in possession when discharged, to augment the rate of pension to a sum not exceeding one shilling and sixpence a day.

It is our further will and pleasure, that all serjeants and other non-commissioned officers above the rank of corporal, who enlisted in the cavalry or infantry subsequently to the 1st March, 1833, and in the artillery or

engineers subsequently to 15th April, 1833, and who may have been, or who shall hereafter be, discharged after twenty-one years' service in the artillery, engineers, or infantry, or twenty-four years' service in the cavalry, shall be entitled to have their pensions computed according to the scale prescribed in the said article of our said Royal Warrant; and shall also be entitled to have their service as serjeant reckoned as good-conduct service, to enable them to add to the rate of good-conduct pay which they had acquired prior to promotion, and to carry the whole to increase their pension: provided always, that the amount of pension thus to be awarded shall, in no case, exceed the maximum pension prescribed by our said Royal Warrant of the 1st July, 1848; namely, for a serjeant major, two shillings and sixpence a day; for a quarter-master serjeant, two shillings and threepence; and for a troop serjeant major, colour serjeant, or serjeant, two shillings a day. N.-C. Office and Private

And whereas by the fifth paragraph of the twenty-first clause of our said Royal Warrant of the 1st July, 1848, and the same paragraph and clause of the Ordnance Regulations of 1st November, 1850, it is declared that soldiers who had enlisted in the cavalry or infantry before the 2d March, 1833, and in the artillery or engineers before the 16th April, 1833, shall not be entitled to have their good-conduct pay added to their pension on discharge: our will and pleasure further is, that all such soldiers, *except those who have been discharged upon the modified rate of pension*, whether privates, bombardiers, corporals, serjeants, or other non-commissioned officers above the rank of corporal, who since the grant of good-conduct pay have been or may hereafter be discharged, shall have the option of being pensioned for service alone, without any consideration for good-conduct pay, under the provisions of the Warrant of the 14th November, 1829, or of reckoning their good-conduct pay or good-conduct service in addition to such rates of pension as men of similar length of service, enlisted in the cavalry or infantry after the 1st March, 1833, and in the artillery or engineers after the 15th April, 1833, would be entitled to under the provisions of the Warrant of the 1st July, 1848, and Regulations of 1st November, 1850; provided, however, that the pension, except for wounds received in action, shall in no case exceed, for a gunner and driver, sapper, or private, one shilling and threepence; for a bombardier, or corporal, one shilling and sixpence; for a serjeant, troop serjeant major, or colour serjeant, two shillings; for a quarter-master serjeant, two shillings and threepence; and for a serjeant major, two shillings and sixpence a day.—W.

Given at our Court at St. James's this twentieth day of July, 1857, in the twenty-first year of our reign.

By Her Majesty's Command. PANMURE.

VICTORIA R. *Circ.* 686.

WHEREAS we were pleased to issue a Warrant under our royal sign manual, dated 27th October, 1860, for the purpose of regulating the grant of pensions and allowances to officers of our land forces on account of wounds and injuries received in action, our will and pleasure now is, that our said Royal Warrant of 27th October, 1860, shall from henceforth be cancelled; and that this our Royal Warrant, to be administered and interpreted by our Secretary of State for War, shall be constituted in lieu thereof, and shall be the sole and standing authority upon the matters herein contained. For Wounds of Officers.

Given at our Court at St. James's this twenty-eighth day of May, 1861, in the twenty-fourth year of our reign.

By Her Majesty's Command. HERBERT.

SCHEDULE No. 3.

Contracts, Supplies, &c.

Abstract of Expenditure and Receipts on account of the Military Prison at ——, from —— to ——, 18—.

Expenditure.			Receipts.		
No. of Voucher.	Gross Amount of Pay and other Charges.		Income Duty.	Stoppages for Clothing.	Fines.
	£ s. d.		£ s. d.	£ s. d.	£ s. d.
	£		£		

By the vouchers, of which this statement is an abstract, there appears due to the several persons named therein the aggregate sum of ——, which we have to request that you will pay on account of the War Office "Military Prison Account."—C.

—— Visitors.

W. O. Circ., 820. *22d April*, 1863.

Regulations.

THE Secretary of State for War has approved of the* accompanying revised Military Prison Regulations, dated the 1st April, 1863.—R.

EDWARD LUGARD.

* May be had on application at the War Office.

PURVEYOR'S DEPARTMENT.

W. O. Circ., 185. HOME. *7th Dec.*, 1857.

THE Secretary of State for War having decided that apothecaries, dispensers, and members of the Purveying Department shall be permitted to reside out of barracks, and that they shall, except in cases where quarters have been or may be specially allotted to them, receive, while present and doing duty at their stations, the regulated rates of lodging money and of allowance for fuel and light, according to their respective relative ranks, as shown in the form printed below: Lodging, Fuel, and Light.

The same is notified for the information and guidance of all officers who may be concerned.

B. HAWES.

W. O. FORM, 1066.

The Accountant General, War Office, Pall Mall, London.

To ——, per the General Agent, on account of the Commuted Allowance in lieu of Lodgings and Fuel and Light while stationed at ——, during the Quarter ending ——, 185—, agreeably to the Circular No. 49, dated 6th November, 1857, $\frac{159078}{6}$.

Rank.	Name.	Period, both Days inclusive.		Number of		Rate per Week. London.	Rate per Week. Country.	Amount.
		From	To	Weeks.	Days.			
						Purveyor in Chief, 26s.	21s.	
						Purveyor, Apothecary, 21s.	15s.	
						Dispenser, Purveyor's Clerk, . 14s.	10s. 6d.	
								£ s. d.

I certify upon honour that during the whole of the above period for which the allowance in question is claimed I have been present and doing duty at the station, and have not been furnished with a house, apartments, or quarters belonging to or rented by Government, but that I actually provided lodgings at my own expense; and, further, that I am not in receipt of commuted fuel and light, detention, furniture, or any other allowance which would disentitle me to that now claimed.

Name, ——. Rank, ——.
Place, ——. Date, ——.

I certify that the above-named officer was not provided with public quarters; and, further, that neither fuel nor light has been issued to him in kind during the above period; and that I have examined this account throughout, amounting to £——, and I find it to be perfectly correct.

——, Barrack-master at ——.

Approved, ——, Principal Medical Officer at the Station.

Lodging, Fuel, and Light.

N.B.—This claim (rendered on a whole sheet printed form, obtainable on written applications, addressed to the Under Secretary of State, War Office, Pall Mall, S.W., giving the official number thereof), made up quarterly, except in case of change or removal, when the claim should be made up to the day of such change, certified by the barrack-master, and approved by the principal medical officer at the station (or by the purveyor in chief, if the officer is one of his department and there is no such principal medical officer at the station), is to be transmitted to the accountant general, War Office, Pall Mall, London, S.W., marked in the upper left-hand corner of the envelope or superscription "Lodging Money."—A.

W. O. Circ., 342. 13*th Nov.*, 1858.

Furniture for Offices.

In reference to the General Order of 22d December, 1845, T. 300, page 130 of the first series of the Addenda to the Foreign Barrack Regulations, wherein are enumerated the staff and civil offices which should be supplied with furniture by the Barrack Department, it has been decided that purveyor's offices, which have recently been established abroad, shall be supplied by barrack-masters, upon the authority of the officer commanding, with special office furniture; but each instance in which furniture may be purchased is to be reported for the approval of the Secretary of State for War by the officer commanding and by the barrack-master, in the same manner as any other special services or supplies.

The expenditure on account of the furniture should appear in barrack-masters' accounts.—F.

B. Hawes.

W. O. Circ., 679. Home and Foreign. 1*st May*, 1861.

Execution of Repairs and Incidental Services.

Referring to the regulations recently issued for the guidance of the Purveyor's Department, copies of which have been sent to the several engineer stations, the attention of the commanding royal engineer is called to that portion of the instructions relating to buildings (Art. 268 to 294) which contemplates the execution by the purveyors of certain incidental services; and he is informed it has been decided that all bills for such services executed under the purveyor's order are to be certified by an engineer officer or clerk of works, who will at the quarterly inspection inspect the works performed, and testify to the proper execution of the repairs and to the reasonableness of the charges.

The aggregate of the bills certified by the Royal Engineer Department, including any incidental services for hospitals executed under the order of the commanding royal engineer, should not, without previous authority of the Secretary of State for War, exceed the amount allowed for expenditure on the incidental item for each hospital.—H.

T. Forster, *Maj. Gen.*

H. G. Circ. Mem., 158. At Home and Abroad. 14*th Sept.*, 1861.

Medical Comforts for Wives and Children.

With reference to Article 65 of the Regulations for Purveyors dated 1st January, 1861, by which medical officers are permitted to draw upon the purveyor for medical comforts, when deemed absolutely necessary, for the wives and children of soldiers married with leave, under a certificate from the officer commanding, the Secretary of State for War has, at the instigation of his Royal Highness the General Commanding in Chief, been pleased

so far to relax the order for obtaining the commanding officer's certificate before issue, as in cases of great urgency, where delay would be injurious to the patient, to permit the issue to be made on the certificate of the medical officer that the case requires immediate attention, and with the understanding that the requisition will be backed by the commanding officer as soon after as possible. His Royal Highness therefore requests that commanding officers will be most particular in their inquiries as to the necessity of the issue before their signature is obtained, as any abuse of this boon to the soldier's family will inevitably deprive them of its continuance.—M. Medical Comforts f Wives and Children.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 717. HOME AND FOREIGN. 10*th Oct.*, 1861.

WITH reference to Article 27 of the Regulations for Purveyors dated 1st January, 1861, purveyors are directed to enter in a second cash column in the monthly accounts (see revised form W. O. F. 152 annexed) rendered to paymasters of stoppages chargeable to soldiers dieted in military hospitals, the expense incurred in washing the personal linen worn by the men on admission; and paymasters are informed that they will be held responsible that the amounts specified against the respective names in the stoppage accounts received by them are duly recovered from the men, and credited in the pay lists for the period. Hospital Stoppages Washing, &c.

Paymasters are at the same time directed to report to purveyors the names of men not in their payment who may be erroneously included in the stoppage accounts, failing which, they will be required to account for the whole of the stoppages charged by the purveyors in their returns.

The stoppage accounts should invariably accompany the pay lists when rendered to this office.

To Purveyors and Paymasters. B. HAWES.

W. O. FORM, 152.

ACCOUNT of STOPPAGES due from the ——, for Men dieted in the —— Hospital at ——, from the —— to the ——, 18—.

Troop* or Company.	Reg. No.	Names.	Period.		No. of Days.	Amount.	Amount for Washing.†
			From	To		£ s. d.	£ s. d.

H.

W. O. Circ., 811. HOME. 18*th March*, 1863.

WITH a view to bring all future issues of fuel and light for hospital use under the superintendence of the purveyor, to be accounted for in his quarterly store account (W. O. Form 983, pages 9-25), the Secretary of State for War directs that at each station where a separate coal yard has not Fuel for Hospitals.

* Troops to be classified alphabetically, companies numerically, a line drawn under each, and the totals added up. If men of the artillery, the brigade to which they belong is to be specified, and if of the Royal Engineers, the company.

† The sums charged in this column are for washing soiled linen or clothing before being placed in the soldiers' packs or bundles.—See Article 27, Purveyors' Regulations.

Fuel for Hospitals.

yet been provided for the purveyor, the latter shall draw fuel by requisition from the barrack store, in such quantities and at such times as may be agreed upon between the purveyor and the barrack-master; and that at the termination of each quarter, the purveyor shall make a special indent on the contractor for a quantity of fuel to be delivered into the barrack store equal to that received by him during the period, the cost of the same being paid by the purveyor and charged in his cash accounts, or, if he is not a cash accountant, by the military accountant, on the purveyor's certificate.

It is, however, to be understood that, in cases where contractors are bound to supply such small quantities of fuel as may be required for hospital use, the above arrangement will not be necessary, as purveyors will in such cases be guided by Article 247 of Purveyor's Regulations, in the same manner as at stations where separate coal yards are under their charge.—F.

EDWARD LUGARD.

W. O. Circ., 819. FOREIGN. 13*th April*, 1863.

Fuel and Light for Hospitals.

WITH a view to bring all future issues of fuel and light for hospital use under the superintendence of the purveyor, to be accounted for by him in his quarterly store account (W. O. Form 983), the Secretary of State for War directs that where commissariat magazines exist, the purveyor will draw fuel, &c., therefrom in such quantities and at such times as may be arranged between him and the senior commissariat officer on the station.

The purveyor will not, however, pay for such supplies; but will bring the whole quantity on charge in his accounts, supporting the credit by an abstract of the receipts for the period, rendered to him (and certified as correct) by the senior commissariat officer, and vouching the issues by the weekly fuel returns for each hospital (W. O. Forms 635 and 1417), abstracted regimentally on W. O. Form 1405.

At the termination of each quarter, the senior commissariat officer will transmit to the Secretary of State for War a return of the quantity and cost price of all articles of fuel, &c., issued from commissariat magazines for the service of the hospitals in the command.

At stations where fuel is supplied by the local contractor, and not from commissariat magazines, the purveyor will indent on him for such supplies as may be required from time to time for hospital purposes, and examine and certify the contractor's bills in the usual manner, before passing them to the military accountant for payment.—F.

EDWARD LUGARD.

W. O. Circ., 829. HOME AND FOREIGN. 4*th July*, 1863.

Washing Sheets for Hospital Servants.

A DIVERSITY of practice having been found to exist in regard to charging for clean sheets supplied to hospital servants, the Secretary of State for War desires that the regulations on this subject applicable to soldiers occupying quarters in barracks may be extended to the army hospital corps, as well as to regimental hospital servants occupying beds in hospital buildings. Purveying officers will therefore issue clean sheets to non-commissioned officers and privates accommodated with quarters or beds in buildings under their custody, and on the first day of each month will charge for the same at the rate of 2*d.* for each bed so provided.

The vouchers for the stoppages on this account are W. O. Form 1392 (Home) and 1470 (Abroad); and the amounts should be recovered from or accredited by the paymasters, as the case may be, in conformity to the practice with regard to existing hospital damages.

Charges for sheets improperly soiled should be assessed by purveying officers, as in the case of other hospital damages; and when towels are issued, a charge of 1*d.* per round towel should be recovered from the servants for whose use they are required.—W. EDWARD LUGARD. Washing Sheets for Hospital Servants.

To Commanding Officers, Purveying Officers, and Paymasters.

W. O. Circ., 848. HOME AND FOREIGN (NOT INDIA). 23*d. Jan.*, 1864.

THE Secretary of State for War having, with the concurrence of His Royal Highness the Field Marshal Commanding in Chief, decided that in future convalescents in hospital shall, when taking out-door exercise, wear their own boots instead of using the hospital shoes or slippers, the same is notified for the information and guidance of commanding officers, medical officers, purveyors, and others. Hospital Shoes.

The men's boots in such cases will be issued by the purveyor from the pack store, and may be kept in the possession of the patients until their discharge from hospital.—H. EDWARD LUGARD.

To Officers Commanding, Medical Officers, Purveyors, and others.

W. O. Circ., 856. HOME AND FOREIGN (NOT INDIA). 31*st March*, 1864.

WITH reference to Article 114 of the Purveyor's Regulations of the 1st of January, 1861, it is decided by the Secretary of State for War, with the concurrence of His Royal Highness the Field Marshal Commanding in Chief, that, on a regiment taking the field, the purveyor will detail an assistant steward and cook to be attached to the regiment for duty in the hospital. When practicable, these men will be furnished from the purveyor's branch of the Army Hospital Corps, and be placed under the orders of the regimental surgeon; but when men of the Army Hospital Corps are not available, the officer commanding the regiment will nominate fit and proper persons for the duty, on the application of the purveyor. Staff and Equipment for Regiments Field Hospitals.

The duty of the assistant steward will be to superintend the cook and take charge of all the hospital equipment and medical comforts, for the custody and proper expenditure of which he will be responsible to the purveyor. He will issue medical comforts, &c., as directed by the medical officer, who will not fail to give him a written direction or receipt for each issue, either before or after it has been made, as circumstances permit. The assistant steward will supplement his stock of utensils and comforts from the nearest purveyor's store, his requisitions on which, however, should be countersigned by the medical officer. In all matters connected with the rationing of sick or servants (when the supplies are drawn from the commissariat, in accordance with Article 4, page 62, of the Medical Regulations, and Article 199 of the Purveyor's Regulations), he will act under the directions of the medical officer, and prepare the necessary ration returns for his signature. He will also furnish the purveyor with such receipt and expenditure returns as may be required by him.

When, however, the sick are dieted according to the scale and in the manner laid down at pages 36-40 of the Purveyor's Regulations, the assistant steward will be guided by the Instructions for Hospital Servants, Articles 87 to 113, pages 23-26.

A revised list of hospital equipment, &c., for the use of regiments of cavalry or infantry on active service in the field, is herewith* transmitted, accompanied by instructions relative to the packing of hospital canteens, &c., for the guidance of hospital servants.—H. EDWARD LUGARD.

* May be had on application at the Horse Guards.

RAILWAY CHARGES, WARRANTS, &c.

W. O. Circ., 316. 15*th Sept.*, 1858.

Railway Warrants.

THE increased use of railway conveyance throughout the country rendering it necessary to renew the instructions under which the prescribed Forms of Warrant for conveyance of the military are permitted to be issued, strict attention is enjoined to the following rules in connection with the instructions included in the Railway Regulations of 5th of June, 1846, and the Circular Letter, No. 1029, of 24th of August, 1849:—

1st. Subject to the restrictions specified in the last-mentioned circular, warrants are only to be issued as a general rule when the railway fares cannot be conveniently or safely entrusted to the persons for whom conveyance is required.

2d. The numbers to be conveyed are to be invariably inserted (in words) on the face of the warrant, and the regiment and names of the party upon the endorsement; but when the latter are too numerous, the name of the person in charge, and the number (in words) of each rank under his charge, will be sufficient. All erasures or alterations by the issuer are to be vouched by his initials, and all blanks crossed out, in order to prevent the subsequent insertion of any improper additions.

3d. When several individuals are proceeding under one warrant, the paymaster should particularly warn the person having the custody of the warrant, that if all are not present at the railway station, he should strike out of the warrant the absentees, and thus prevent the liability of improper charges being made upon it.

If this duty is neglected, and any overcharge arises in consequence, it will fall upon the person in charge through whose neglect it has arisen.

4th. Before "Through Warrants" are issued, the issuers should ascertain, if possible, that the different railways concerned have traffic arrangements with each other, otherwise great inconvenience may arise from the refusal of any one of the railway companies to act upon warrants beyond the limits of their own line. When any doubt exists upon this point, it will be better to issue separate warrants for each portion of the journey.

5th. The issuers of warrants are held strictly liable to clear up any discrepancies which, on the settlement with the railway company, are traceable to imperfect completion or improper use of the warrant, and they will be held responsible for any excess of charge arising therefrom.

6th. The issue of warrants for very trifling distances (less than ten miles), such as frequently happens, is not necessary, except for special reasons; and as it involves needless trouble in the settlement of such warrants, the practice should generally be avoided.—W.

JOHN ROBERT GODLEY.

W. O. Circ., 777. HOME. 20*th Aug.*, 1862.

Fares and Baggage.

SIR,—With reference to Clause 5 of the Explanatory Directions with Circular No. 204, directing that the charge for an officer travelling by railway should be made at 2*d.* a mile, unless the ordinary rate for a first-class passenger is less, I am directed by Secretary Sir G. C. Lewis to acquaint you that all commissioned officers of Her Majesty's forces, ordnance corps, and militia, proceeding on duty at the public expense, are, by the provisions of

'ares and aggage.

and 8 Vict., cap. 85, clause 12, to be conveyed by the railway companies at fares not exceeding that rate.

2. I am, therefore, to request that you will instruct all such commissioned officers (including all officers of the commissariat, medical, purveyors, chaplains, or military store department) to claim their conveyance at this rate whenever travelling on any duty at the public expense.

3. The officer should be prepared to produce, at the request of the company's agent, the route or letter of service under which he is proceeding on duty at the public expense.

4. The same Act obliges the railway companies to convey 100 lbs. of personal luggage without extra charge, and all excess at a rate not exceeding ½*d.* a lb. All baggage, stores, arms, ammunition, and other necessaries, conveyed with troops at the public cost, should, as the Secretary of State is advised by the law officers of the Crown, be charged for by the railway companies at a rate not exceeding 2*d.* per ton per mile, the assistance of the military being given in loading and unloading, if required by the company.—B.F.

I have, &c., EDWARD LUGARD.

To General and other Officers Commanding at Home.

RATIONS AND MESSING.

W. O. Circ., 419, (*Ext.*) *29th April*, 1859.

"6. Referring to the terms of Article 5, page 59, of the Royal Warrant of 1st of July, 1848, regulating the issue of provisions to the wives and families of non-commissioned officers and men serving with regiments abroad, Secretary Major General Peel has decided, with the concurrence of the Lords Commissioners of Her Majesty's Treasury, that the same indulgence shall in future be extended to the full number of soldiers' wives abroad, who, as above laid down, are permitted to reside with their husbands in barracks. Women on Foreign Service.

"7. Free passages with the regiment will also be granted for these numbers to and from foreign stations."—W.

B. Hawes.

W. O. Circ., 652. Foreign. *7th Dec.*, 1860.

Sir,—With reference to Article 497 of the Commissariat Regulations, which states that the regimental ration return is to show the strength and the rations claimed every three days, according to the prescribed form, No. 14 (W. O. F. 903), I am directed by Mr. Secretary Herbert to acquaint you that it has been deemed advisable, with the view of saving time and labour in the preparation and examination of this return, to adopt the accompanying new forms,* showing the regimental strength each day, and the issues for a month, and to dispense with the nominal returns of rations issued to families of officers and soldiers, required by Article 514 of the Commissariat Regulations. Ration Returns.

It is considered that the forms, as now prepared, will be found applicable both for garrison and for field service, subject to any modifications which experience may prove to be advantageous; and they are to be attached in future as vouchers to the monthly store accounts, in place of those now in use.

On the 1st of each month the quarter-master will prepare and hand to the commissariat this return in duplicate, showing the strength of the regiment on that day, and initialled by the commanding officer or adjutant. After comparing the duplicate with the original, one copy will be retained by the commissariat and the other by the quarter-master, who will on each succeeding day exchange his copy, similarly filled in, for that retained on the previous day by the commissariat.

In addition to the initials of the commanding officer or adjutant, the quarter-master will each day affix his own as an acknowledgment of having received the usual order for the rations.

At the close of the month the ration returns, as vouchers to the accounts, will be completed, with the requisite signatures, the quarter-master signing a receipt in full for the issues in the month, and the quantities for which this receipt is given will form the entry in the monthly abstract of issues.

While, however, an exact daily settlement may thus take place, and the return can be closed at once, when, as on active service, troops may be suddenly ordered away, it is understood that the details of the mode of issuing rations for daily use will vary according to circumstances, and must be left to local arrangement.

Ration Returns.

A supply of forms for immediate use is herewith transmitted,* and you will move the officer commanding to direct that the new system be brought into operation from the 1st of the month succeeding the receipt of this circular.

At the end of six months you will report your opinion of the new form, with any suggestions you may have to offer for its further simplification or improvement.—R. I have, &c. B. HAWES.

The Commissariat Officer in Charge.

VICTORIA R. *Circ.*, 816.

Officers' and Servants' Rations.

WHEREAS we have judged it expedient to revise that part of our Royal Warrant of the 1st day of July, 1848, which prescribes the number of daily rations of provisions to be issued to the several ranks of staff and regimental officers of our army serving at foreign stations, our will and pleasure is, that Clause 3 of the before-mentioned warrant be cancelled and the following regulations be adopted:—

1. No staff, departmental, nor regimental officer, of whatever rank, is to draw from the public stores more than one daily ration of provisions for himself, for which he will pay the regulated stoppage.

2. No officer is to draw rations for the personal civil servants for whom he receives a pecuniary allowance, nor for the soldier servants he may be allowed to keep.

3. Every mounted officer will, however, be permitted to draw one daily ration of provisions for each effective male civil servant he may actually keep as a groom, when not provided with soldier grooms, according to the following scale, paying the regulated stoppage for each such ration:—

1 Groom	for 1 or 2 horses,		necessarily and actually kept for the performance of his public duties,
2 ,,	3 ,, 4 ,,		
3 ,,	5 ,, 6 ,,		
4 ,,	7 ,, 8 ,,		

provided such grooms be not servants for whom a pecuniary allowance is granted, nor black servants for whom a separate regulation is in force.—S.W.

Given at our Court at St. James's this thirtieth day of March, 1863, in the twenty-sixth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

W. O. Circ., 831. *21st July*, 1863.

Servants' Rations.

WITH reference to the Royal Warrant of 30th March last, Circular 816, for the regulation of the issue of rations of provisions to staff and regimental officers serving abroad, the Secretary of State for War directs that the annexed forms of certificates may be substituted for those now in use. Form A is to be filled up and signed by all officers who draw rations for their servants in kind, and Form B by those who claim commuted allowance in lieu thereof.

EDWARD LUGARD.

A.

To be Signed by Officers drawing Rations for Civil Servants.

We hereby certify, upon honour, that we have respectively employed as grooms the number of servants inserted against our names in the subjoined statement, for the period stated in the annexed return; that we have not had attending us, in the capacity of groom, during any part of the time, any

* May be had on application.

soldier or labourer, or any other person employed and paid by the public, except the under-mentioned number of soldiers employed by us for the care of our horses, for whom corresponding deductions have been made from the number of grooms for whom we should otherwise have been entitled to receive rations; and we further declare that we have kept for the performance of our public duties the number of horses specified under the authorities quoted below. We further declare that no pecuniary allowance in lieu of rations for any of these servants, or of forage for our horses, has been or will be received by any of us. Servants' Rations.

Name and Rank.	* Number of Horses for which Forage is allowed, and authority under which Forage is drawn.	* Total number of Grooms allowed by Regulations.	* Number of Soldiers (if any) employed as Grooms.	* Number of Servants for whom Rations are claimed.	Signature.

Dated at —— this —— day of ——, 186—.

B.

To be Signed by Officers drawing Commuted Allowance in lieu of Rations.

We hereby certify, upon honour, that we have respectively employed as grooms the number of servants inserted against our names in the subjoined statement for the period stated in the annexed return; that no rations of provisions have been drawn for them, and that we have not had attending us, in the capacity of groom, during any part of the time, any soldier or labourer, or any other person employed and paid by the public, except the under-mentioned number of soldiers employed by us for the care of our horses, for whom corresponding deductions have been made from the number of grooms for whom we should otherwise have been entitled to receive the commuted allowance in lieu of rations; and we further declare that we have kept for the performance of our public duties the number of horses specified, and have drawn forage for them at the public expense, under the authorities quoted below.

Name and Rank.	* Number of Horses for which Forage is allowed, and authority under which Forage is drawn.	* Total number of Grooms allowed by Regulations.	* Number of Soldiers (if any) employed as Grooms.	* Number of Servants for whom commuted Allowances in lieu of Rations is claimed.	Signature.

Dated at —— this —— day of ——, 186—. S.

* The number is to be invariably stated in words.

RECORDS OF SERVICE.

H. G. Circ. Mem., 8. AT HOME AND ABROAD. 21*st Feb.*, 1860.

Changes in Distinctive Marks.

HIS Royal Highness the General Commanding in Chief directs, with the view to a correct descriptive return being rendered when required, that any increase in the height of a soldier, any alterations in his appearance caused by accident or disease—by his being marked with the letter D, by cross cupping, or by corporal punishment—shall be carefully noted from time to time on the back of his record of services.—D.

By Command. G. A. WETHERALL, *Adj. Gen.*

H. G. Circ. Mem., 49. AT HOME AND ABROAD. 5*th July*, 1860.

Reckoning Militia Service when Army.

HIS Royal Highness the General Commanding in Chief has desired that the accompanying correspondence, relative to the mode of reckoning the service of militiamen enlisting into the regular army, be published for general information.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

(COPY.)

Guards Office, 9*th May*, 1860.

Sir,—With reference to the 49th Clause of the Mutiny Act, pages 90-91, I have the honour to request to be informed whether a man who has been released by the Secretary of State for War from his militia engagement can claim to commence counting his service for a good-conduct badge from the date of his enlistment in the regular army, or from the date of his release from the militia by the Secretary of State, or only from the date of the expiration of his militia term of service?

Also, whether a man is to be held to serve his ten years in the regiment into which he has enlisted, from the date of his enlistment into the regular army, from that of his release from his militia engagement, or from the date of the expiration of his service in the militia regiment from which he deserted?—I have, &c. ROKEBY, *Maj. Gen., Commanding Division of Guards.*

The Adjutant General, &c., &c., &c.

(COPY.) *War Office*, 2*d June*, 1860.

Sir,—I am directed by Mr. Secretary Herbert to acknowledge the receipt of your letter of the 14th ultimo, making inquiry regarding the period from which militiamen who enlist in regiments of the line may commence to count service. In reply, I am to acquaint you, for the information of His Royal Highness the General Commanding in Chief, that a man who volunteers for the line, after having been granted a release from the militia, commences to reckon service for good-conduct pay from the date of attestation for the regiment to which he volunteers. On the other hand, however, if a militiaman fraudulently enlists in a line regiment, without

Reckoning Militia Service when in Army.

having obtained a release, he cannot, even though held to serve in the line regiment, count his sevice for good-conduct pay until the expiration of the period for which he engaged to serve in the militia.

Similarly, with reference to the second paragraph of your letter: in the first case, the man would commence to count service towards the completion of ten years' limited service from the date of attestation; in the second, from the expiration of his engagement for the militia.—M.

The Adjutant General, &c., &c., &c. I have, &c. B. HAWES.

H. G. Circ. Mem., 113. AT HOME AND ABROAD. *7th March*, 1861.

Record of Service.

HIS Royal Highness the General Commanding in Chief desires that the enclosed form of Record of Soldiers' Services* may be substituted for that now in use.

An alteration has been made in the said record, in order to provide for the cases of men whose service is forfeited under the provisions of the 172d Article of War.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 141. AT HOME AND ABROAD. *17th June*, 1861.

Service during Imprisonment.

HIS Royal Highness the General Commanding in Chief directs that the following alteration be made in paragraph 14, page 122, Queen's Regulations, to meet the provisions of the 177th Article of War (1861):—

Third line from top of page, erase "for the time, but not their service," and substitute "*and their service* for the time they are imprisoned."—I.

By Command. J. YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 174. AT HOME AND ABROAD. *31st Dec.*, 1861.

Release before Expiration of Sentence.

HIS Royal Highness the General Commanding in Chief, with the view of ensuring an uniform mode of recording soldiers' services, directs that the full amount of imprisonment awarded, either by sentence of court-martial, or by order of commanding officers, under the provisions of the 55th Article of War, is to be recorded;—when men are, under prison regulations, released previous to the expiration of their punishment, they are to be confined to barracks and exempt from duty until the time their sentence is completed, and are, when necessary, to receive either a ration or the price thereof for the day; it is to be understood that a soldier's service is to reckon from, and inclusive of, the day on which he enters upon his duties: and whenever an exceptional case occurs, it is to be referred for decision to the Adjutant General.—P.R.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 207. AT HOME AND ABROAD. *16th June*, 1862.

Reckoning Militia Service when in Army.

THE General Commanding in Chief, with reference to the Circular Memorandum of the 5th July, 1860, desires that the annexed further letter from the War Office on the subject of the mode of reckoning the line service of militiamen fraudulently enlisting into the regular army be promulgated for general information.

* Form may be had on application at the Horse Guards.

The rule therein contained is to take effect from the date on which the Mutiny Act of 1860 came into force, as regards men who may have subsequently enlisted without obtaining a regular release from the militia;—but will have no reference to men who may have fraudulently enlisted from the militia before that date, and whose cases will be governed by the laws and regulations previously in force. Reckoning Militia Service when in Army.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

(COPY.)

War Office, 8th May, 1862.

Sir,—I am directed by Secretary Sir George Lewis to acknowledge the receipt of your letter of the 25th March last, requesting to be informed of the existing regulations with regard to the service of men who fraudulently enlist in the line while unreleased from their engagement to serve in the militia.

I am, in reply, to acquaint you, for the information of His Royal Highness the General Commanding in Chief, that Sir G. Lewis is of opinion that, in accordance with Clause 50 of the Mutiny Act for 1860–61 and 1861–62, these men commence to reckon their service towards the completion of the period for which they enlisted from the date on which they were attested for the line; but that, as regards good-conduct pay while serving, and pension on discharge, the advantages of all service prior to the expiration of the period of their militia engagement is forfeited.—M.

The Adjutant General, &c., &c., &c. I have, &c. B. HAWES.

H. G. Gen. Ord., 810. *2d June,* 1862.

HER Majesty having been graciously pleased to grant to the officers, non-commissioned officers, and soldiers who comprised the garrison of Lucknow in 1857, the permission to reckon an additional year's service towards pay and pension; and having been pleased to extend this boon to the force which entered that place under the late Sir Henry Havelock, in September of that year, is now further pleased to direct that the troops composing the detachment left by that officer in the Alumbagh on the 25th of September, together with those that subsequently entered it and remained there until the relief by Lord Clyde on the 18th of November, 1857, shall also participate in the above advantages. Lucknow Service.

The additional year's service, in all such cases, is allowed to reckon towards the qualifications for "Medal and Gratuity."

This grant is to be entered at once in the record of service of all those who are entitled to its advantages.—L.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 240. INFANTRY. *12th Feb.*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief, in concurrence with the Secretary of State for War, is pleased to direct that, for the future, the signature of the depôt adjutant to the records of men who become non-effective at the service companies of the regiment, or are discharged at the invalid depôt at Chatham, shall be dispensed with; and the signature of the officer commanding the depôt substituted, which, with that Signature of Records.

Signature of Records.

of the officer commanding the depôt battalion and the paymaster, will make the record complete.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 267. AT HOME AND ABROAD. *29th June*, 1863.

Officers' Records.

GREAT inconvenience being experienced by the irregular manner in which the statements of officers' services, referred to in Circular Memoranda dated 19th September, 1855, and 14th May, 1856, are furnished to the military secretary, and also by the very imperfect manner in which these documents are prepared, commanding officers are enjoined by His Royal Highness the Field Marshal Commanding in Chief to see that in future the directions contained in the memoranda above quoted are more implicitly carried out, it being of the utmost importance that not only should punctuality in transmission be observed, but that *correct* and *full* information be given in every particular of an officer's service under each of the headings of the Form "360 B."—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 844. HOME AND FOREIGN. *23d Nov.*, 1863.

(*Service of Soldiers who volunteered from Embodied Militia, of Schoolmasters, and of Musketry Instructors.*)

Militiamen, Schoolmasters, and Instructors of Musketry.

QUESTIONS having arisen as to whether the service allowed to reckon as "line service"* by soldiers who volunteered from the embodied militia should count towards discharge, or towards good-conduct pay and pension only, the Secretary of State for War, with the concurrence of His Royal Highness the Field Marshal Commanding in Chief, consents to such men who had rendered six months' militia service previous to volunteering being allowed to reckon half their embodied service, rendered over the age of 18, towards the first period of their line engagement.

The said half of their embodied service may accordingly be inserted as the first entry in their attestations and register sheets.

This concession is not to be looked upon as in any way modifying the general liability of soldiers to serve out the period for which they are attested, before they can legally claim their discharge; but is granted on the recommendation of the Field Marshal Commanding in Chief, as a special and exceptional boon, to a class of men who, at a time of great national pressure, transferred their services from the militia to the regular army, under an impression that the service they had given in the militia would be allowed to reckon as a portion of their line engagement.

Doubts having also arisen as to the proper mode of accounting for the "former service" which schoolmasters and men of the corps of permanent instructors of musketry are allowed by regulation to reckon "towards pension," the accompanying model records for schoolmasters, for men of the corps of permanent instructors of musketry, and for men who volunteered from embodied militia, have been prepared for general information and guidance; and boards of officers will forthwith be assembled for the purpose of verifying (in accordance therewith) the services of men of the above classes whose records have not hitherto been correctly made out.

EDWARD LUGARD.

* Vide Secretary of State's Letter of 31st December, 1853, and subsequent "Volunteering Instructions" from the Horse Guards.

No. 1. *W. O. Form*, 738.

Militiamen Schoolmasters, and Instructors of Musketr

No. 540.—Thomas Atkins.

Enlisted for the 6th Regiment of Foot on the 30th September, 1854.

Attested for the said Regiment on 1st October, 1854, at the age of seventeen years and six months.

Regiment.	Promotions, Reductions, Casualties, &c.	Rank.	Period of Service in each Rank. From	Period of Service in each Rank. To	Amount of Service towards Q. C. Pay and Pension. Years.	Amount of Service towards Q. C. Pay and Pension. Days.	Amount of Service towards completion of limited engagement. Years.	Amount of Service towards completion of limited engagement. Days.
6th Foot, . .	Attested, . .	Drummer, .	1 Oct., 1854, .	31 Mar., 1855,		Under	Age	
	....	Private, . .	1 Apr., 1855, .	30 June, „	0	91	0	91
	Promoted, .	Corporal, . .	1 July, „ .	31 Mar., 1857,	1	274	1	274
	Do., . . .	Serjeant, . .	1 Apr., 1857, .	31 Dec., 1858,	1	275	1	275
					3	275	3	275
	Discharged on 31st December, 1858, by order of General Commanding in Chief, to be re-attested for General Service under the Royal Warrant of 8th April, 1856. We certify the above to be a correct statement of the services of Thomas Atkins to 31st December, 1858, ——, Commanding Officer. ——, Paymaster. ——, Adjutant.							
	Attested for General Service on 1st January, 1859, and posted to Corps of Permanent Instructors of Musketry as 3d Class Serjeant, his previous Service being allowed to reckon towards Pension, and under the Royal Warrant of 8th April, 1856, ...				3	275		
Corps of Permanent Instructors of Musketry,	Hythe, . . .	3d Class Serjeant,	1 Jan., 1859, .	31 Mar., 1860,	1	90	1	90
Do., . .	Attached to 1st Depôt Battalion, .	Do., . .	1 Apr., 1860, .	31 Dec., 1866,	6	275	6	275
Do., . .	Promoted and posted to School of Musketry, Fleetwood,	2d Class, .	1 Jan., 1867, .	31 Dec., 1868,	2	0	2	0
					14	275	10	0
	Re-engaged at Fleetwood for eleven years' further Service on 31st December, 1868.							
Do., . .	Fleetwood, .	2d Class, . .	1 Jan., 1869, .	31 July, 1872,	2	212	2	212
Do, .	Promoted and posted to Hythe, .	Quarter-master Serjeant,	1 Aug., 1872, .	10 Apr., 1876,	3	253	3	253
					21	10		

Discharged on 10th April, 1876, at the age of thirty-nine years, making a total Service allowed to reckon of twenty-one years and ten days.

——, Commanding Officer. ——, Paymaster. ——, Adjutant.

No. 2. *W. O. Form*, 766.

Artificers, Schoolmasters, and Instructors of Musketry.

SCHOOLMASTERS appointed from the Ranks of the Army.

WILLIAM BROWN.

Enlisted for the 5th Regiment of Foot on the 30th September, 1838.

Attested for the said Regiment on 1st October, 1838, at the age of sixteen years and six months.

	Regiment.	Promotions, Reductions, Casualties, &c.	Rank.	Period of Service in each Rank. From	Period of Service in each Rank. To	Service allowed to reckon. Under Attestation. Years.	Under Attestation. Days.	Towards Pension of Schoolmaster. Years.	Towards Pension of Schoolmaster. Days.
Clause 9, Circ. 761.	5th Foot .	.. .	Drummer,	1 Oct., 1838,	31 Mar., 1840,		Under	Age	
			Private,	1 Apr., 1840,	30 June, 1840,	0	91		
		Promoted, .	Corporal,	1 July, 1840,	31 Mar., 1842,	1	279		
		Do., . . .	Serjeant,	1 Apr., 1842,	30 Apr., 1844,	2	30		
						4	35		
	Normal School,	....	Do., . .	1 May, 1844,	30 June, 1846,	2	61		
						6	96		
		Discharged by order of the General Commanding in Chief on 30th June, 1846, to be attested for General Service in the Army. We certify the above to be a correct statement of the services of William Brown to the 13th June, 1846. Commanding Officer. Paymaster. Adjutant.							
		Attested for General Service, 1st July, 1846, and Half Service previous to admission to Normal School allowed under Army School Regulations to reckon towards Pension as Schoolmaster, viz.:—				..	..	2	18
	104th Foot, .	Schoolmaster,	3d Class,	1 July, 1846,	31 Dec., 1847,	1	184	1	184
	Grenadier Guards,	Transferred, .	Do.,	1 Jan., 1848,	31 Mar., 1849,	1	91	1	91
	Aldershot, .	Do., . . .	Do.,	1 Apr., 1849,	31 Aug., 1852,	3	153	3	153
		Promoted, . .	2d Class,	1 Sept., 1852,	30 Nov., 1852,	0	91	0	91
	Mauritius, .	Transferred, .	Do.,	1 Dec., 1852,	19 July, 1856,	3	232	3	232
						10	21	12	39
		Re-engaged at the Mauritius, 20th July, 1856, for eleven years' further Service, having completed ten years as a Schoolmaster on 30th June, 1856.							
	Do., . .	Schoolmaster,	2d Class,	20 July, 1856,	10 Dec., 1856,	0	144	0	144
	Bengal, . .	Transferred, .	Do.,	11 Dec., 1856,	31 Dec., 1860,	4	21	4	21
	Do., . .	Promoted, . .	1st Class,	1 Jan., 1861,	15 June, 1862,	1	166	1	166

And so on, until claim to discharge is established by showing in the column "*Towards Pension of Schoolmaster*," a total Service of twenty-one years, clear of all deductions.

No. 3.

Schoolmasters enlisted as such.

GEORGE BECKWITH.

Enlisted for General Service on the 1st January, 1840.

Attested on 2d January, 1840, at the age of seventeen years and three months.

Militiamen, Schoolmasters, and Instructors in Musketry.

	Regiment.	Promotions, Reductions, Casualties, &c.	Rank.	Period of Service in each Rank.		Service allowed to reckon.			
						Under Attestation.		Towards Pension of Schoolmaster.	
				From	To	Years.	Days.	Years.	Days.
Par. 1. Circ. 761.	Woolwich, .	Schoolmaster,	4th Class,	2 Jan., 1840,	30 Sept., 1840,		Under	Age.	
	Curragh, . .	Do.,	Do.,	1 Oct., 1840,	15 Dec., 1841,	1	76	Hlf-Period,	
	Cork, . . .	Transferred,	Do.,	16 Dec., 1841,	4 Jan., 1843,	1	20	under W.O.	
	Chatham, .	Do.,	Do.,	5 Jan., 1843,	31 Dec., 1844,	1	362	Circ. of 29-3-62.	
						4	93	2	47
	Normal School,	....	....	1 Jan., 1844,	30 June, 1846,	1	181	Nil.	
	23d Foot,	Schoolmaster (promoted),	3d Class	1 July, 1846,	30 Apr., 1849,	2	304	2	304
		Promoted, .	2d Class,	1 May, 1849,	15 Jan., 1851,	1	260	1	260
						10	108	6	246
		Re-engaged 16th January, 1851, at Edinburgh, for a further service of eleven years.							
	Do., . .	Schoolmaster,	2d Class,	16 Jan., 1851,	28 Mar., 1853,	2	72	2	72
	Do., . .	Reduced, . .	3d Class,	29 Mar., 1853,	10 Apr., 1853,	0	13	0	13
	Aldershot, .	Transferred,	Do.,	11 Apr., 1853,	24 May, 1854,	1	43	1	43
								10	9
		Completed ten years' Service as Schoolmaster, and entitled to additional Pay of 1s. per day from 24th May, 1854.							
	Do., . .	....	3d Class,	24 May, 1854,	31 Dec., 1857,	3	222	3	222
	Fort-William, Calcutta,	Promoted, .	2d Class,	1 Jan., 1858,					

And so on, until claim to discharge is established, showing in the column "*Towards Pension of Schoolmaster*" a total Service of twenty-one years, clear of all deductions.

No. 4. *W. O. Form*, 738.

No. 229.—STEPHEN MORRIS.

Enlisted for the 12th Regiment of Foot on the 13th February, 1856.

Attested for the said Regiment on 14th February, at the age of twenty years and four months.

Militiamen, Schoolmasters, and Instructors of Musketry.

Regiment.	Promotions, Redections, Casualties, &c.	Rank.	Period of Service in each Rank.		Amount of Service towards G. C. Pay and Pension.		Amount of Service towards completion of limited engagement.	
			From	To	Years.	Days.	Years.	Days.
	Served in Shropshire Militia from 4th June, 1854, to 13th February, 1856, half period of embodied Service, as per annexed release, allowed to reckon as line Service.				0	146	0	146
12th Foot, . .	Attested, .	Private, . .	14 Feb., 1856,	31 Dec., 1857,	1	320	1	320
	Promoted, .	Corporal, . .	1 Jan., 1858,	30 June, 1864,	6	181	6	181
	Do., .	Serjeant, . .	1 July, 1864,	21 Sept., 1865,	1	83	1	83
					10	0	10	0
	Re-engaged at Liverpool for eleven years' further Service on 22d September, 1865.							
Do., . . .	....	Serjeant,	22 Sept., 1865,	31 Oct., 1867,	2	41	2	41
	Promoted,	Quar.-mast. Serjeant,	1 Nov., 1868,					

And so on, until in both columns the Service, free of all deductions, shall amount to twenty-one years, when the man will have established his claim to discharge and pension.

In this record, for the sake of brevity and clearness, all entries of grants and forfeiture of good-conduct Pay, as well as loss and restoration of Service, are purposely omitted.

S.S.S.

H. G. Circ. Mem., 293. AT HOME AND ABROAD. 15*th April*, 1834.

Lucknow Service.

HIS Royal Highness the Field Marshal Commanding in Chief has directed that the following decision of the Secretary of State for War, communicated in a letter dated 22d March, 1864, (21—Gen. No. 1864) be notified for the information of the army—namely, that the additional year's service granted to those soldiers who defended Lucknow shall count as good service towards the grant and restoration of good-conduct pay.—L.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

RECRUITING.

W. O. Circ., 290. 21*st July*, 1858.

SIR,—Considerable inconvenience being found to arise in carrying out the provisions of Article 589, page 175 of the War Office Explanatory Directions of 1st July, 1848, under which no charge for the levy money of recruits enlisted in a recruiting district, and sent direct to their regiments for approval, without passing through the head-quarters of the district, is admissible in the accounts of the district: District a Regiment Issues of Levy Mon

I am directed by Secretary Major General Peel to acquaint you that this rule is hereby cancelled, and that the portion of the levy money which is actually disbursed in the district, not exceeding the following items, may in future be charged in the district accounts, viz.:—

		Cavalry.			Infantry.		
		£	s.	d.	£	s.	d.
To Recruit on attesting,		0	2	6	0	2	6
To Superintending Officer on attesting,		0	1	0	0	1	0
On approval of Recruit,	Surgical Examination, when incurred,	0	4	0	0	4	0
	Superintending Officer's Allowance,	0	5	0	0	5	0
	Reward to Party,	0	12	6	0	15	0
		1	5	0	1	7	6

In support of any of the foregoing charges, it will be requisite that the district paymaster should certify in the column of remarks in the original and duplicate No. 1 Report (showing the date to which the recruit's pay has been issued in the district) that no charges for levy money, other than those sanctioned in this circular, will be included in his accounts; and the inspection return, referred to in Article 589, should also include a certificate from the regimental or depôt paymaster, in accordance with the amended form annexed hereto, specifying the portion of levy money to be charged by that officer.

It will be observed that the charges of levy money at the regiment or depôt for all approved recruits will thus be limited in each case to the second and third part of the personal bounty payable to the recruit, and to the conducting money of 2*s.* 6*d.* each.—L.

I am, &c. B. HAWES.

To Inspecting Field Officers, Officers Commanding at Home, Paymasters, &c.

H. G. Circ. Mem., 2. HOME. 21*st Jan.*, 1860.

HIS Royal Highness the General Commanding in Chief directs that all the particulars required in the description of a recruit on the second page of an attestation shall be carefully filled in by the inspecting surgeon, with the exception of the height, which will be inserted by the officer who finally approves. Entries b Medical O cer in Attestatio

Entries by Medical Officer in Attestations.

The position of all distinctive marks, such as moles, tattooing, marks of medical treatment, &c., should be accurately noted.—A.

By Command. G. A. WETHERALL, *Adj. Gen.*

H. G. Circ. Mem., 11. HOME. *24th Feb.*, 1860.

Medical Rejection.

ATTENTION is called to the instructions contained at page 101 of the Regulations dated 1859,* issued by the Secretary of State for War, for the duties of medical officers, &c., pointing out the course to be pursued in all cases of medical rejection of recruits who have already passed a primary or intermediate inspection.

Paragraph 19, page 318, Queen's Regulations, is consequently cancelled, and in paragraph 18, page 317, the words "direct from recruiting subdivisions, when inspected by a military medical officer," are to be erased.

That part of the Circular Memorandum of 23d December, 1857, which refers to recruits objected to by the officer in medical charge of a regiment is likewise cancelled.—M.

W. F. FORSTER, *Dep. Adj. Gen.*

H. G. Circ. Mem., 77. HOME. *12th Oct.*, 1860.

Militia Volunteers.

THE attention of officers commanding regiments is called to the Circular Memorandum dated 15th April, 1858 (Militia Volunteers—18), which is re-published for their information and guidance.—M.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 90—B. 27. *15th April*, 1858.

IT appearing by a communication from the War Office that the attention of the Secretary of State for War has been called to the practice of enlisting militiamen for the army, without the consent of their commanding officer, the General Commanding in Chief desires that no soldier belonging to either a regiment of embodied or disembodied militia shall ever be attested for the regular army without producing a certificate of his release, according to the prescribed printed form.—M.

By Command. G. A. WETHERALL, *Adj. Gen.*

H. G. Circ. Mem., 86. HOME. *13th Nov.*, 1860.

Militia Volunteers.

IN every instance of the enlistment of volunteers from the militia into the regular and Indian military forces, commanding officers are required to report to adjutants of militia the approval, or otherwise, of the men within the period specified in the conditional discharge certificate received by the volunteer from the militia previous to his enlistment into the regular or Indian army.

The attention of commanding officers is called to the annexed circular memorandum, addressed to inspecting field officers of recruiting districts, prohibiting recruiting parties from attempting in any way to induce militiamen to leave their respective regiments in order to enlist into the line.

By Command. A. HORSFORD, *Dep. Adj. Gen.*

H. G. Circ. Mem. *14th June*, 1860.

ALL recruiting parties are to be strictly forbidden from attempting in any way to induce militiamen to leave their respective regiments in order to enlist in Her Majesty's regular forces, militiamen having no more right

* See paragraph 24, page 244, Queen's Regulations.

so to enlist than men of one line regiment have to enlist in another without the consent of their commanding officer. Such a proceeding on their part amounts to desertion, and will expose them to the penalties attached to that offence, a liability which every opportunity should be taken to make known. Militia Volunteers.

Volunteers, therefore, who may be anxious to enlist in the regular army should apply for permission to their commanding officers, who will exercise their discretion as to granting their request.

It is to be clearly understood that in all cases of men receiving conditional releases for the purpose of enlisting into the line, they will, as now, be required to refund 18*s.* 6*d.*, to cover the bounty and other expenses incurred on their enrolment; also any balance of bounty they may have received in advance on account of their first engagement, if re-attested for a second.—M.

By Command. A. HORSFORD.

H. G. Circ. Mem., 91. HOME. 11*th Dec.*, 1860.

HIS Royal Highness the General Commanding in Chief, with the approval of the Lords Commissioners of the Admiralty, directs that all recruits for the Royal Marines, who may be enlisted for that corps at stations where medical officers of the regular army are quartered, be passed by such officers, instead of being examined by private practitioners.—M. Medical Examination for Marines.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 92—101. HOME. 8*th Jan.*, 1861.

THE following extracts from the "Regulations for the Management of Recruit Barracks," which have been circulated to the inspecting field officers of recruiting districts, are promulgated for the information and guidance of officers commanding regiments and depôts, viz. :— Recruit Barracks—Intermediate Pay.

"An uniform charge of 1*d.* is to be made against each recruit, without reference to the time that he may remain in the barracks, to cover the cost of general barrack damages.

"Where, however, wilful damage has been committed, which can be traced to any individual, it is to be made a charge against him, if approved of by the inspecting field officer, subsequently to his joining the regiment.

"On the arrival of recruits at their depôt, the depôt adjutant will inquire of each recruit, in the presence of the conducting serjeant, whether he has received the full amount of his pay, viz., 1*s.*, since he left the last district, exclusive of his bed and board on route."—B.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 98. HOME. 22*d Dec.*, 1860.

HIS Royal Highness the General Commanding in Chief having decided, as a general rule, that all infantry regiments have three parties detached on the recruiting service,—each to consist of a *serjeant* and *one* private,—orders will be issued to the several inspecting field officers of recruiting districts to send to their corps all men now detached on this duty from such parties as may happen to be of greater strength than that now prescribed.—R. Composition of Recruiting Parties.

By Command. A. HORSFORD, *Dep. Adj. Gen.*

W. O. Circ., 718. 1*st Oct.*, 1861.

WITH reference to the regulations quoted in the margin,* regarding Distribution of Smart Money.

* Art. 16, p. 317, Queen's Regulations; Art. 587, p. 174, War Office Explanatory Directions.

Distribution of Smart Money.

the release of recruits from their enlistment on payment of smart money, the Secretary of State for War has decided that from this date the distribution of smart money shall be as follows:—

To the recruiting party, 9*s.* 6*d.* | To the public, . . 10*s.* 6*d.*

the difference of 1*s.* being intended to meet the charge for the fee payable, under Section 44 of the Mutiny Act, to the magistrate's clerk for reporting the smart.

The smarts should, however, be brought to credit in the public accounts at the full rate of 20*s.* each, the payment to the party and the fee to the magistrate's clerk being charged under the proper headings.—S.

B. HAWES.

To Inspecting Field Officers and Commanding Officers at Home.

H. G. Gen. Ord., 806. 14*th Jan.*, 1862.

Age, Standard, Levy Money, &c.

THE accompanying schedule, showing the age and standard and levy money allowed for the enlistment of men, lads, and boys for cavalry, Royal Artillery, Royal Engineers, and infantry of the line, having received the approval of the General Commanding in Chief, His Royal Highness directs that the regulations herein laid down be strictly adhered to until further orders.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

CAVALRY.

		Height.	
HEAVY.—	4th Dr. Gds.,	From 5 ft. 8 in. to 5 ft. 11 in.	Age, not under 18 nor exceeding 25 years.
	5th ,,		
	1st Dragoons,		
	2d ,,		
MEDIUM.—	1st Dr. Gds.,	From 5 ft. 7 in. to 5 ft. 9 in.	
	2d ,,		
	3d ,,		
	6th ,,		
	7th ,,		
	5th Lancers,		
	6th Dragoons,		
	9th Lancers,		
	12th ,,		
	16th ,,		
	17th ,,		
LIGHT.—	3d Hussars, } late Light Dragoons,	From 5 ft. 6 in. to 5 ft. 8 in.	
	4th ,,		
	7th ,,		
	8th ,,		
	10th ,,		
	11th ,,		
	13th ,, } late Light Dragoons,		
	14th ,,		
	15th ,,		
	18th ,,		
	19th ,,		
	20th ,,		
	21st ,,		

Chest measurement of cavalry recruits—If 5 feet 6, and under 5 feet 8, 33 inches; 5 feet 8, and under 5 feet 10, 34 inches; 5 feet 10 and upwards, 35 inches. Age, Standard, Levy Money, &c.

MILITARY TRAIN.

Height, from 5 feet 3 to 5 feet 6 inches. Age, from 18 to 25 years. Chest measurement, 34 inches.

ROYAL ARTILLERY.

For Gunners.—Age, from 18 to 25 years. Height, 5 feet 7 inches and upwards. Chest measurement—If under 5 feet 8, 33 inches; 5 feet 8, and under 5 feet 10, 34 inches; 5 feet 10 and upwards, 35 inches. Growing lads from 17, but under 18 years of age, may be taken from 5 feet 6 inches.

For Drivers.—Age, 18 to 25 years. Height, 5 feet 4 to 5 feet 6 inches. Size round chest, 34 inches and upwards.

Grooms, farm labourers, and others of the like class, who have been accustomed to the care and management of horses, and who may not quite fulfil all the above conditions, but who, from their appearance, are likely to become good drivers, will be enlisted on special application being made to the Adjutant General, through the inspecting field officers of districts, or, in the case of a head-quarter recruit, through the deputy adjutant general, Royal Artillery.

For Artificers.—Blacksmiths, wheelwrights, and carpenters, collar and harness makers, who are likely to become useful artificers, may be enlisted from 5 feet 6 and upwards.

ROYAL ENGINEERS.

For Sappers.—Age, from 18 to 25 years. Height, 5 feet 6 inches and upwards. Chest measurement, the same as for gunners of the Royal Artillery. They must be men of good character, and able to read and write, and must have been brought up to, or served their apprenticeship as carpenters and joiners, cabinet makers, stonecutters, builders, bricklayers, blacksmiths, millwrights, wheelers, coopers, painters and glaziers, plumbers. Engine fitters are not to be enlisted as blacksmiths. Jobbing smiths or farriers only are to be enlisted who can work at the forge.

The utmost care is to be exercised in the enlistment of tradesmen. None but good artificers must be taken, and their qualifications must be ascertained by actual trial in the trades to which they profess to have been brought up; or if this be impracticable, such testimonials must be obtained from their late employers as will fully satisfy the officer of their skill and acquirements.

Men of other trades required only in limited numbers, such as miners, shoemakers, printers, collar and harness makers, clerks, surveyors, draughtsmen, photographers, architects, engineers, tailors, will be enlisted on special application being made to the Adjutant General, through the inspecting field officers of districts, or, in the case of head-quarter recruits, through the assistant adjutant general, Royal Engineers.

For Drivers.—Age, 18 to 25 years. Height, 5 feet 4 inches to 5 feet 6 inches. Size round chest, 34 inches and upwards. Men accustomed to the care and management of horses are preferable to others. Special application, however, must be made to the Adjutant General, through inspecting field officers of districts, or, in the case of head-quarter recruits, through the assistant adjutant general, Royal Engineers, before any men are enlisted for drivers, there being but one troop in the engineers, in which vacancies seldom occur.

INFANTRY.

Height, from 5 feet 6 inches and upwards, and between the ages of 17 and 25 years.

ge, tandard, evy Money, c.

INFANTRY IN INDIA, CHINA, NEW SOUTH WALES, AND ST. HELENA.—Height, from 5 feet 6 inches and upwards, and not under 18 years of age, nor above 25.

60TH REGIMENT AND RIFLE BRIGADE.—Height, 5 feet 6 and upwards. Chest measurement, 34 inches.

Chest measurement for infantry (rifle regiments excepted) recruits of 5 feet 6 and upwards, the same as for gunners, Royal Artillery.

The recruit is to be measured round the chest in a line over the nipples, with his arms placed straight above his head, the backs of the hands touching each other, and the edges of the feet together, and at the same time made to count the numbers from one to ten, in a loud tone of voice, and slowly. The superintending officer, and not the surgeon, will be held responsible for the correctness of this measurement.

Whenever a difference of opinion arises at the head-quarters of any corps, depôt, or recruiting district, as to the chest measurement of a recruit, a special report is to be made to the Adjutant General, for submission to His Royal Highness the General Commanding in Chief, as to the final disposal of the man.

CAPE MOUNTED RIFLEMEN. (*To be Attested as Infantry.*)—Height, 5 feet to 5 feet 3 inches. Age, from 16 to 18 years.

Boys not under 14, and lads not over 16 (except for the Royal Engineers, who are not to exceed 15), of good character, may be enlisted by special authority as heretofore, to be trained as trumpeters, &c., &c., in the proportion of one to every 100 rank and file borne on the establishment of a regiment or corps; but, on attaining the age of 18, they are to be considered eligible for the ranks.

Soldiers enlisted for unlimited service, and who have obtained, or may hereafter obtain, their discharge free or by purchase, may be re-enlisted for that arm of the service from which they were discharged, up to the age of 33 for the cavalry, artillery, and engineers, and up to 36 for the infantry, provided they are in all respects eligible under the Recruiting Regulations.

Soldiers who have been, or may hereafter be, discharged after the completion of their first term of limited service, and who wish to re-enter the army, are not to be enlisted as ordinary recruits, but should be re-engaged for that branch of the army in which they had previously served, under the provisions of the Mutiny Act, and on making a declaration in the form given in the schedule annexed to that Act, and also on production of their discharge, proving them to be eligible for re-engagement under the regulations annexed to the Royal Warrant of the 30th October, 1861.

DISTRIBUTION OF THE LEVY MONEY AT HOME AND ABROAD.

Bounty.

		£	s.	d.
To the Cavalry, Artillery, and Infantry Recruit, .	On joining his corps, and being finally approved by his Commanding Officer, in cash, without deduction, ...	1	0	0
To the Royal Engineer Recruit, .	Ditto, ditto, ditto,	2	0	0

Boys and lads enlisted by special authority, to be trained as musicians, trumpeters, buglers, or drummers, are not entitled to bounty.

A complete kit of necessaries to each man and boy.

To the Superintending Officer,	On final approval by the Inspecting Field Officer, to cover the expense of postage, stationery, &c.,	0	5	0	Age, Standard, Levy Mom &c.
	For attesting,	0	1	0	
	Surgical examination,	0	4	0	
	The fee to private medical practitioners to be paid in conformity with the directions of the War Office Circular No. 1173, dated 5th January, 1853.				
To the Party, including Bringer,	On final approval by the Inspecting Field Officer, including 3*s.* 6*d.* to be paid to the bringer,	0	5	0	
	On the recruit leaving the district, including 4*s.* to be paid to the bringer,	0	10	0	
	For conducting the recruit to his corps,	0	1	0	

Soldiers enlisted for limited service, who, while serving, renew their engagement for a further term, or who, having been, or may hereafter be discharged, after the completion of their first period of limited service, re-engage to serve for a further term, in accordance with the provisions of the Mutiny Act and the regulations and restrictions annexed to the Royal Warrant dated 30th October, 1861, will be entitled to bounty and a free kit (or an allowance in lieu thereof), but no rewards will be granted in such cases, nor for boys or lads enlisted by special authority, to be trained as trumpeters, buglers, drummers, or musicians.

The Recruiting Regulation and bounty for the West India Regiments, Gold Coast Artillery Corps, Royal Malta Fencibles Artillery, St. Helena Regiment, Cape Mounted Riflemen, and Ceylon Rifle Regiment, to continue the same as at present.

H. G. Circ. Mem., 236. 1*st Jan.*, 1863.

Standard and Age for Engineers.

REFERRING to the General Order No. 806, dated 14th January, 1862, which prescribes 5 feet 6 inches as the minimum standard for *stone-cutters* and *bricklayers* for the Royal Engineers, His Royal Highness the Field Marshal Commanding in Chief, with the concurrence of the Secretary of State for War, approves of men who have been brought up or served their apprenticeship to those trades being enlisted for the above corps at a reduced standard of 5 feet 5 inches, until further orders.—E.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 285. 4*th March*, 1864.

Standard for Infantry.

HIS Royal Highness the Field Marshal Commanding in Chief, with the concurrence of the Secretary of State for War, approves of the standard for infantry recruits being reduced from 5 feet 6 inches to 5 feet 5 inches, until further orders.

Chest measurement for such recruits to be not less than 33 inches, except those for rifle corps, who are not to be taken under 34 inches.—I.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 297. AT HOME. 12*th May*, 1864.

Instructions for Recruiting Service.

WITH a view to meet the possible loss to the service of a certain number of men who are about to complete their first period of limited enlistment, and in order generally to encourage the recruiting of the army;

Instructions for Recruiting Service.

His Royal Highness the Field Marshal Commanding in Chief desires the special attention of the field officers of recruiting districts to the orders and memoranda which have from time to time been issued, and calls on them, and all under their superintendence, for increased exertion to maintain the establishment.

* It will be their duty to give their constant attention to the numbers raised weekly by each party under their orders, and when the result in any case may be inadequate, to propose such changes in their distribution as may increase their chances of success; and in any instance in which, after such change, the party may still fail to send in recruits, it should be returned to its regiment, and replaced by another.

* If, after every exertion has been made, the station continue unproductive, it should be altogether abandoned, and the party sent to a different locality.

* Officers of subdivisions should see that the parties are active and energetic, not remaining shut up in their billets, but constantly on the alert, attending all markets, fairs, and wakes, in the places where they are quartered. Superintending officers are permitted by the last paragraph of the General Order of 1st December, 1847, to give *special* authority for detaching parties for the above purposes to adjoining towns and villages within moderate distances; and should it in any case be deemed desirable to send men for similar reasons to such distances as would entail the necessity of issuing marching money to them, His Royal Highness, on the application of inspecting field officers, made in sufficient time beforehand, would be prepared to recommend the same to the War Office.

* Inspecting field officers should obtain and furnish to recruiting parties lists of the days on which markets and fairs, *specially statute fairs for the hiring of farm servants*, are held within their districts; and subdivision officers should take care that parties are constantly on the look-out in the neighbourhood of railway stations, works of local improvement, or manufactories, where they are likely to meet with persons in search of employment; and when stationed near the camps of instruction or in garrison towns, recruiting parties should be present at all reviews of the regular troops; and elsewhere should attend all assemblages of volunteers for inspection, or for competition at the various county rifle associations, which are sure to draw together numerous idlers, from among whom good recruits are often to be obtained.

It is impossible, in a memorandum of this sort, to allude to all the detailed duties of a recruiter,—they must be well known to those who have charge of districts; but the above are some of the most important: and it is incumbent upon officers of subdivisions, by their own personal energy and supervision, to ascertain that none of them are neglected by those specially selected and withdrawn from regimental duty in order to be placed on the recruiting service; and who should be made to understand that their continuance in an employment which is always popular, and for which useful men can always be found, will depend *solely* on their own zeal and industry, as manifested in the number of good recruits whom they send in for examination.

But it is not alone to the *recruiting districts* that the Field Marshal Commanding in Chief looks for the means of maintaining the numerical efficiency of the army.

He relies also on the zeal, the esprit-de-corps, and the active exertions of commanding officers of regiments in concerting measures for raising recruits at their own head-quarters. He is under the impression, however, that at present moment there may be a disposition in some instances to reject *5 feet 5* inches who offer to enlist at the head-quarters of regiments; *trusts* that, after this notice, commanding officers will not suffer a

single recruit, otherwise eligible, to be turned away merely because he does not come up to a preconceived notion of what looks most imposing in the ranks; thus sacrificing numbers to appearance, when it is well known that it is not the biggest man whose endurance of bodily fatigue—under the knapsack on the march, or at work in the trenches—is the greatest. Instructions for Recruiting Service

Recruits may frequently be raised at the head-quarters of a regiment by sending the band, or drums and fifes, to parade the town on market days and fair days.

There is another mode of raising recruits which, in former days, was attended with much success, and which His Royal Highness would like to see reverted to; and that is, that officers on leave of absence at their homes should exert themselves to obtain recruits for their own regiments.

Should an officer, by means of personal local interest, succeed in raising a batch of recruits, His Royal Highness would approve of their being posted to his own company, should he desire it.

The Field Marshal Commanding in Chief is fully sensible of the zeal with which the recruiting department of the army has always been actuated, and is satisfied that, as soon as the present state of things shall have become generally known, the vacancies now existing in the ranks will speedily be filled.

A copy of this order is to be in possession of all superintending officers, and the paragraphs marked * are to be read periodically to recruiting parties.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

[redacted]

RE-ENLISTMENT AND RE-ENGAGEMENT.

W. O. Circ., 533. HOME. 19*th January*, 1860.

Discharge Allowance.

THE Secretary of State for War has decided, in concurrence with His Royal Highness the General Commanding in Chief, that a soldier, whether enlisted for limited or unlimited service, who accepts his discharge and renews his engagement in the same corps, shall receive the allowance of 1*s.* a day for twenty days, sanctioned for discharged men by Article 44, page 24, of the Royal Warrant of 1st July, 1848, and that he shall not be obliged to quit his corps and go to his home to entitle him to the grant.

The allowance of 20*s.* may accordingly be issued from and after 1st January, 1860, in all such cases, and may be placed to each man's account, in the same manner as the bounty and the value of a new kit, already sanctioned for men re-enlisting to complete the further term of years required by the Acts 10 and 11 Vict., cap. 37, and 12 and 13 Vict., cap. 73.—A.

B. HAWES.

VICTORIA R. *W. O. Circ.*, 865.

Terms and Privileges.

WHEREAS it has been represented to us, that it is expedient to cancel our Royal Warrant of the 30th October, 1861, which prescribes the conditions under which a discharged limited service soldier shall be permitted, on re-engagement or re-enlistment, to reckon his former service, our will and pleasure is, that instead of the before-mentioned conditions, which are hereby cancelled, any soldier who has been, or shall hereafter be, enlisted for limited service, and has been or shall hereafter be discharged, before or after the expiration of the first period of service, and shall be permitted to re-engage or re-enlist within twelve months from the date of his discharge, shall be allowed, under Clauses 2 and 3 of the regulations hereunto annexed, or such others as shall from time to time be established by our Secretary of State for War and the Field Marshal Commanding in Chief of our Army, to reckon the full period of his former service towards future claims to good-conduct pay and pension.

Given at our Court at St. James's this sixth day of June, 1864,
in the twenty-seventh year of our reign.

By Her Majesty's Command. DE GREY AND RIPON.

REGULATIONS *to be annexed to Circular* 865.

1. With a view to hold out every encouragement to time-expired soldiers of good character to continue in the service, it is hereby notified that—in addition to the privilege of being permitted, on re-engagement, to count the full period of their first term of service towards good-conduct pay and pension, and of receiving a fresh bounty, as well as the regulated allowance in lieu of a free kit, and an allowance of 1*s.* a day for twenty days—men who re-engage at the head-quarters or depôt of their regiment for a second term of service, will be entitled to a gratuity of £1, and a furlough for two months; or, when serving at certain foreign stations, a pecuniary allowance in lieu of the furlough.

The furlough for men serving at home will commence from the date of

Terms and Privileges.

their re-engagement; and for men serving at Gibraltar and Malta, from the date of their arrival in this country; a passage for such men will be provided, at the public expense, at a convenient opportunity, at the discretion of the commanding officer, from those stations and back again, if they are not ordered to join the depôts of their regiments at the termination of the furlough.

Men serving in India, China, Ceylon, the Mauritius, Australia, or New Zealand, will be allowed £5, and men serving in Canada, at the Cape of Good Hope, at St. Helena, or in the West Indies, £3, in lieu of the furlough, and in addition to the gratuity of £1. The allowance in lieu of the furlough will not, however, be granted to men who re-engage after their regiment has been placed under orders to return home; as in such cases furloughs will be allowed as soon after the arrival of the regiment in this country as circumstances will permit.

2. Soldiers of good character who have been, or may hereafter be, discharged after the completion of the first term of limited service, will be permitted to re-engage or re-enlist, within twelve months from the date of their discharge, for any corps of same arm of the service as that from which they were discharged, provided they are not above thirty-four years of age. Men so re-engaging or re-enlisting will be allowed to count the full period of their former service towards good-conduct pay and pension; and on joining the corps in which they re-engage or re-enlist, they will be permitted to resume the good-conduct badges and rates of good-conduct pay which they may have been in possession of at the time of their discharge; provided, however, that at the time of their re-engagement or re-enlistment they shall declare the period of their former service, and the cause of their discharge from their last corps.

3. Soldiers of good character who have been, or may hereafter be, discharged on reduction, on account of disability, by purchase, or otherwise, during their first term of limited service, and who re-enlist within twelve months from the date of their discharge, and are not above thirty-four years of age, will be allowed the benefit of the preceding provision for reckoning former service, and resuming former good-conduct pay.—A. W.

H. G. Circ. Mem., 298. 19*th May*, 1864.

Medical Certificate.

His Royal Highness the Field Marshal Commanding in Chief, considering that soldiers wishing to re-engage before the expiration of their first term of service should not be rejected on account of minor defects or trivial ailments, which do not interfere with the efficient performance of their duties, or entail a probability of so doing within the period for which they re-engage; calls the attention of commanding officers to the annexed form of certificate, to be furnished by surgeons of the corps in which soldiers complete their first period of service, which certificate is to be considered final, as far as their physical fitness is concerned.

By Command. James Yorke Scarlett, *Adj. Gen.*

I certify that I have carefully examined private A—— B——, of the —— regiment, who wishes to re-engage for the term of —— years: and that he is free from rupture, organic disease, or other ailment likely to interfere with the efficient performance of his duty during the period for which he proposes to re-engage; and I am of opinion that he is in every respect fit for service at home or abroad.—M.

———— ———— 18 .

REGIMENTAL ACCOUNTS.

W. O. Circ., 29. 1*st Jan.*, 1857.

Forage and Rations.

SIR,—1. Referring to the Circulars No. 1225, dated 11th April, 1856, and No. 1227, dated 21st May, 1856, I have the honour to request that, instead of forwarding as at present the originals of the several monthly regimental accounts therein referred to, in respect of bread, meat, forage, &c., to the examiner of army accounts, and the duplicates to the accountant general, War Department, Pall Mall, you will have the goodness to cause the whole of these returns to be henceforth transmitted by the 3d of each month, the time therein specified, to the latter officer, together with the extract from the adjutant's roll as regards cavalry regiments or depôts, all marked in the left-hand corner of the envelope or superscription "Bread," "Meat," or "Forage" Account, as the case may be.

2. The diaries for oats purchased or billets supplied for horses of the Royal Horse Artillery or field batteries, as well as the claims which may from time to time be forwarded by that corps to the accountant general, for the combined allowance of lodging money and fuel and light, or for the latter allowance alone, should show whether or not the respective sums have been drawn from the paymasters, Messrs. Cox & Co.; and if so drawn, should specify the battalion, company, and monthly abstract, or, if not drawn, should show to whom the sums when allowed are to be credited by the paymasters.

3. The said monthly abstracts rendered to the paymasters should, if the amounts have been drawn, show the date on which the diaries or claims were forwarded to the accountant general.—A.

The Officer Commanding. I have, &c. B. HAWES.

W. O. Circ., 363. 20*th Dec.*, 1858.

Stamps on Officers' Commissions in India.

WITH reference to the Circular Letter from this office dated 1st November, notifying the decision of Secretary Major General Peel, that from 1st April, 1859, the stamp duty of 30*s.*, chargeable upon every officer's commission being gazetted, shall be credited to the public by the paymaster or agent of the corps to which he may belong, and in the account in which the first charge for each officer's pay is included, thereby amending in part the regulation contained in the Circular Memorandum of 9th March, 1850,* regimental paymasters are apprised that the course of proceeding to be adopted by regiments and corps in India, which render no pay lists to this country, is to be that originally prescribed in Article 249, p. 76, of the War Office Explanatory Directions, which requires that a separate quarterly statement be forwarded by the paymaster, containing the particulars of the stamps on commissions received by him during the quarter, and that the amount thereof should be remitted to the War Office immediately before the expiration of the quarter.—C. B. HAWES.

To Commanding Officers and Paymasters of Regiments in India.

* Page 19 of the Addenda to War Office Regulations.

W. O. Circ., 370. *6th Jan.*, 1859.

Examination of Paymaster's accounts.

PAYMASTERS, acting paymasters, and agents are acquainted that it is found requisite for a due record in this department of the correct expenditure of army services, that such charges in the accounts transmitted as shall be found on examination to be erroneous, or not supported by proper vouchers, shall be struck out of the accounts without waiting as hitherto for the answers of the accountants, and shall not be allowed to their credit in the books of this office. The balance in the accounts on which any disallowance shall be made will consequently be altered by this office; but the requisite adjustments on the part of the accountants will continue to be made as heretofore, by crediting the amount of disallowances in the first pay lists or accounts rendered after the receipt of the *abstract of examination* and of the decisions thereon, if any additional disallowances are made in the same.

For the purpose of carrying out the intended arrangements, an additional form will be inserted into the general state of the pay list for the exclusive use of this department, and which form is therefore to be left entirely blank by the accountant.

It will be evident to all accountants that this alteration of system will render it more than ever requisite that their accounts, as well as the explanations called for thereon, should be transmitted to this office in the most prompt and regular manner at the periods prescribed by the regulations, and by the safest and speediest conveyance, so that they may be apprised as early as practicable of such charges as are struck out of their accounts on the first examination, and of such as are re-admitted on receipt of their explanations.—A.

B. HAWES.

To Paymasters, Acting Paymasters, and Agents.

W. O. Circ., 386. *8th Feb.*, 1859.

Accounts of agents and paymaster.

IN accordance with the provisions of the Royal Warrant dated 27th September, 1858, regimental agents will, from 1st April, 1859, receive a yearly allowance of 1½*d.* in the pound, or 12*s.* 6*d.* per cent. upon the aggregate amount of the daily pay and annual allowances actually issued through the agent.

Regimental officers will continue as heretofore to receive their pay, according to their own option, from the regimental agent or paymaster.

With a view to secure an earlier and a more direct charge and audit, the pay of regimental officers, when so issued by the paymaster, is to be charged quarterly in his pay list, and finally audited in such account.

The charges in the agent's annual account under that head are to be restricted to the pay of such officers who have selected the regimental agent to receive their pay from.

Whenever an officer is at his own option transferred from the payment of the agent to that of the paymaster, or *vice versâ*, the prescribed certificate will be invariably required in duplicate, the original being annexed to the account in which the pay is for the future to be charged, and the duplicate thereof to the account in which the pay will cease to be charged.

The separate quarterly statement of officers' pay prescribed by Articles 43 of the Explanatory Directions will be discontinued, and Articles 8 and 145 of those instructions are rescinded from 1st April, 1859, from which date these regulations will take effect.

The necessary alterations in the printed forms will be notified to the several accountants forthwith.

Accounts Agents an Paymaste

This regulation does not affect the Royal Artillery or Engineers.—A.

B. HAWES.

W. O. Circ., 395. 28*th Feb.*, 1859.

Agents' a Paymaste Accounts with Publ

SIR,—The attention of the Secretary of State for War having been drawn to many irregularities and inconveniences attending the present practice of regimental paymasters, agents, and others, in the regulation of their cash transactions with the public, I am directed by Secretary Major General Peel to request that the enclosed rules, so far as they apply to your accounts, may be strictly attended to by you in the conduct and preparation of your future estimates and accounts with this department.

To Paymasters, Agents, and Others. I am, &c. B. HAWES.

Estimates, Drafts. See Articles 53 *to* 55, *Explanatory Directions.*

1. In the preparation of monthly, quarterly, or supplementary estimates, the utmost care is to be taken by the accountant to ascertain as accurately as possible the amount that will be actually required for the services to be disbursed by him. The practice of demanding unnecessary credits is most reprehensible, as well as the habit of overstating known services, for the purpose of providing for possible contingencies. Supplementary estimates can always be forwarded, when necessary, and their amounts are promptly placed at the disposal of the accountant. When, notwithstanding every precaution, an over-estimate is found to have occurred, either from a sudden reduction, the transfer of a portion of a corps to the payment of another accountant, or any other cause, the amount over-estimated should on no account be drawn; but it should be reported immediately on discovery, if at home, to this office, or, if abroad, to the comptroller at the station, and should be distinctly shown in the account current of the next periodical estimate under the head therein provided.

This rule should more especially be borne in mind when services of unusual magnitude have to be provided for, such as the embarkation of a regiment for foreign service.

2. Accountants are on no plea whatever to retain in their hands at any time any larger sum of public money than may be absolutely necessary to meet their actual responsibilities; and in accordance with this principle any sum or sums exceeding £50 coming into their hands from the sale of cast horses or other causes should be at once reported to this office, and deducted from the next estimate, through the medium of the account current, or paid over to the proper officer (*i. e.*, the officer from whom the accountant is in the habit of receiving advances), as the case may require.

Article 6, *Explanatory Directions.*

Agents are to be punctual in reporting all sums paid into their hands by paymasters and others, taking the directions of the Secretary of State as to their disposal.

3 When a regiment proceeds from Great Britain to Ireland, or *vice versâ*, careful attention is to be paid to Articles 95, 96, and 97 of the explanatory directions which prescribe the course of procedure in such cases.

4. When a regiment is about to embark from an Irish port for foreign service, the paymaster will recollect that the regiment will be on the British or India establishment from the date of embarkation, and that the advanced pay, &c., is consequently placed in the hands of the British agent.

Agents' and Paymasters' Accounts with Public.

5. When a regiment is under orders for immediate embarkation for foreign service, but its departure is temporarily delayed, the paymaster is at liberty to estimate on the monthly form for the expected period to the day of embarkation, care being taken to attend strictly to Rule No. 1, and such estimate is to be accompanied by a statement of the circumstances which have led to its preparation.

6. The accurate completion of all estimates as to form, signature, &c., being very necessary for the prompt and correct transaction of the financial business of the army, any unavoidable deficiency in those respects arising from movement of troops, the sudden change of officers temporarily in charge of accounts, or other exigencies of the service, should be explained by a memorandum from the officer in command accompanying the estimate in which it occurs.

7. The account current attached to the estimates being essential to the accurate adjustment of the cash account of every corps, it must invariably be carefully attended to by the accountant, and faithfully completed according to the form prescribed.

Articles 110-167, *Explanatory Directions.*

8. In drawing upon the agent, paymasters will carefully regulate their drafts so as neither to exceed the proportion prescribed by themselves in their estimates, nor the actual and immediate requirements of the service. The drafts are in all cases to be limited to expenditure already actually incurred, or sums required immediately to meet advances in accordance with the regulations. They must never be used as a means of transferring to the paymaster's separate account with the agent, or to any other than a recognized public account, any sums in anticipation of future disbursements. In like manner the practice, which sometimes prevails at foreign stations, of drawing and immediately repaying an unexpended balance of an estimate which may not be required for the service is unnecessary and objectionable.

9. With regard to the separate account of a paymaster with an agent, above alluded to, it is at all times to be borne in mind that they are recognized solely as the means of adjusting the subordinate cash transactions of the regiment with detachments, companies, and the paymasters of other corps, and of receiving the numerous small bills which it is not desirable to introduce into the account rendered to this office. The use of the separate account is therefore to be strictly confined to such transactions as may be necessary for the above purposes.

10. The practice of introducing net sums into pay lists or accounts is to be entirely discontinued, as well with regard to items of expenditure as with drafts, transfers, and repayments between accountants, the full amounts of which are in all cases to be shown in their proper places. Neither should charges and credits, equal and quit, be introduced, apparently for the purpose of equalizing the total drafts with the total estimates, when they do not represent actual transactions.

11. Accountants will bear in mind that all transactions, whether of receipt or expenditure, belong properly to the account of the period *during which they are actually paid.* This principle is to be strictly observed, and is especially applicable to drafts and repayments, whether they be for the adjustment of balances on prior accounts or otherwise. The instructions given in Articles 91 and 92 of the Explanatory Directions will, moreover, in future be considered to extend equally to every quarterly account. The limits within which a certain latitude is allowed are clearly defined in Article 92, and must on no account be exceeded. In giving credit for drafts the greatest accuracy is enjoined in inserting the full particulars as to the amount and

date of each individual transaction, with the source from which such money is derived, and similarly with respect to repayments. Agents' and Paymasters' Accounts with Public

12. Accountants should in all cases allow two or three days to elapse after the despatch of an estimate before they draw on the agent or Treasury chest, in order that a sufficient time may be allowed for any communications that may be necessary either for the correction of an error or to secure due attention to the accountant's drafts. The responsibility of any inconvenience that may arise from the neglect of this rule will in future rest entirely upon the accountants, who, in the event of being compelled in any instance to depart from it by urgent circumstances, are to mark their estimate as "pressing," accompanying it with a memorandum of explanation.

13. Paymasters at home are to observe that the abstracts of their estimates are to be forwarded to the War Office, and not to the agent, either directly or under cover, as this practice only leads to unnecessary trouble.

Finally. It is the duty of the regimental agent, as stated in Article 4 of the Explanatory Directions, and of any other officer occupying a similar position, to report to the Secretary of State any serious departure from the regulations on the part of any paymaster or officer with whose accounts he may be connected.—A.

[*See Explanatory Directions respecting estimates, drafts, and bills, and especially Article 54 of the same.*] B. HAWES.

W. O. Circ. Mem., 446. *27th July*, 1859.

WITH reference to Article VIII. of the Memorandum attached to the War Office Circular dated 28th February last, No. 395, regarding the draft of paymasters in connection with the "separate accounts" with the agent, paymasters are apprised that they will be required in future to credit in their quarterly pay lists, in the manner shown in the annexed specimen, every sum drawn from the general or regimental agent for the public service of the district, regiment, or depôt, whether for advances or otherwise. Separate Accounts and Regimental Pay Lists.

The amount of such drafts is at no time to exceed the unexpended portion of their estimates, or the immediate requirements of the service.

The total repayments on account of the same actually received *by the agent* to the last day of the quarter may be charged by the paymaster in one sum under the proper head.

The agents' accounts should be prepared in a corresponding manner.

B. HAWES.

Date of Draft.	Regimental Agent for Total Advances (including Pay of Officers) made as follows, stating also to whom each sum is payable.	Small Bills, Advances, &c. (heretofore included in the Separate Account).			General Accounts.		
		£	s.	d.	£	s.	d.
1859.							
April 1	By Captain Porter, ...		....		147	0	0
"	" Rogers, ...		....		80	0	0
2	Paymaster, London District, ...	5	4	7		....	
"	" Bristol, ...	3	3	1		....	
7	Captain Porter, ...		....		90	0	0
"	" Jones, ...		....		80	0	0
"	Serjeant Eyre, ...	4	0	0		....	
9	Paymaster, 4th Middlesex Militia, . .	2	2	0		....	
14	Captain Rogers, ...		....		100	0	0
"	" Jones, ...		....		90	0	0
	Carry forward, ...		....			....	

Separate Accounts and Regimental Pay Lists.

Date of Draft.	Regimental Agent for Total Advances (including Pay of Officers) made as follows, stating also to whom each sum is payable.	Small Bills, Advances, &c. (heretofore included in the Separate Account). £	s.	d.	General Accounts. £	s.	d.
1859.							
	Brought forward,		....			....	
April 15	Paymaster, London District,	13	5	0		....	
"	" Liverpool,	5	4	8		....	
18	Serjeant Johnson,	3	5	0		....	
19	Messrs. Isaacs & Co. (Necessaries),	16	5	0		....	
21	Captain Parker,		....		105	0	0
"	" Porter,		....		80	0	0
"	" Rogers,		....		90	0	0
24	Serjeant Mann,	2	5	6		....	
"	Private Brown,	1	0	0		....	
"	Paymaster, London District,	5	7	7		....	
25	Messrs. Cox & Co.,	11	0	0		....	
27	Paymaster, Bristol District,	0	13	1		....	
28	Self, in Notes,		....		245	0	0
"	Lieutenant Morehead,		....		60	0	0
29	Paymaster, London District,	1	14	1		....	
"	" Chatham "	11	10	0		....	
30	Quarter-master Payne (Clothing),		....		60	0	0
	Monthly Total of Advances as above (April),				85	19	7
May 1	&c. &c. &c.						

A.

W. O. Circ., 602. 26*th June*, 1860.

Expenses incidental to Arms and Accoutrements.

SIR,—To facilitate the classification of accounts, I am directed by Mr. Secretary Herbert to enclose copies of forms,* upon which you are requested to render in future the accounts of expenses incidental to arms and accoutrements, &c., discontinuing the practice hitherto in force of including receipts and payments for this service in the quarterly account of expenses incidental to clothing.

I am further directed to transmit copies of forms upon which the clothing expenses are henceforth to be rendered.—A.

The Officers Commanding —— Regiments. I have, &c. B. HAWES.

W. O. Circ., 614. 30*th July*, 1860.

MODE OF ACCOUNTING FOR SHORE RATIONS ABROAD AND FOR GROCERIES AT THE CAMPS AT HOME, AND AT THE STATIONS IN THE MEDITERRANEAN.

Rations.

Accounting for Rations and Groceries.

WITH a view to the simplification of the present system in regard to the settlement between regimental paymasters and the commissariat abroad for rations of provisions, Mr. Secretary Herbert has been pleased to direct that the following regulations be substituted for those now in force, and Articles 64, 87, and 93 of the War Office Explanatory Directions and the corresponding Articles of the Commissariat Regulations are hereby cancelled :—

1. The paymaster will deduct from his monthly estimate the regulated stoppage for rations at the rate of one ration for each day's pay estimated for, receiving from the military accountant, and debiting himself with the net amount only of such estimate.

* W. O. Forms—1011 B, 1011 C, 1011 D, 1011 E. May be had on application to the War Office.

2. At the commencement of each month the commissariat officer will forward in duplicate to the paymaster a statement showing the number of rations issued in the preceding month, one copy of which, after it has been signed by the paymaster, is to be returned by him to the commissariat officer, to be attached to the commissariat store accounts; the other will be attached to the quarterly pay list. Accounting for Rations and Groceries.

3. The paymaster will credit in his quarterly pay list the aggregate amount accruing from the ration stoppages, as vouched by the number of rations shown by the commissariat statement above referred to.

4. The form in the body of the pay list for the adjustment of the number of rations issued, with the number of day's pay drawn during the quarter, is to be still continued.

5. An entire agreement is to be effected between the paymaster and commissariat officer as regards the number of rations issued and to be accounted for, it being distinctly understood that all differences or disputes, should any exist or arise, must be settled on the spot.

Groceries.

6. The extra stoppage of 1½*d.* a day for groceries supplied is no longer to be paid to the commissariat officer (2844—63), but the probable aggregate amount is to be abated by the paymaster from the gross pay of the men in the monthly estimate, in the same manner as the ordinary ration.

7. The stoppages for the number of the grocery rations actually supplied are to be accounted for as a separate credit in the general state of the pay list, supported by the certificate of the commissariat officer of the number of such rations.—A.G.

B. HAWES.

H. G. Circ. Mem., 263. AT HOME AND ABROAD. *29th May*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief desires it to be understood that the actual presence of the commanding officer of a regiment is necessary on the monthly muster parade of officers and men under his command. Musters.

Should he be on leave, or if any duty of importance require his absence elsewhere, it is to be so stated against his name on the roll, and the next in command will superintend the muster and sign the necessary documents.—M.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

RELATIVE RANK.

W. O. Circ., 640. HOME AND FOREIGN. *30th Oct.*, 1860.

Operation of Relative Rank.

IN promulgating the accompanying classification warrant, it is to be understood that, with the exceptions hereinafter mentioned, the following allowances are to be uniformly regulated by the relative rank of the officer, viz.:—

Lodging, fuel and light, field allowance, carriage of baggage.

The under-mentioned allowances, which depend on the nature of the officer's duties, and not on his rank, will be issued in accordance with warrants specifically applicable to each description of allowance, viz.:—

Forage, rations of provisions to civil servants at foreign stations, black servants' allowance, indemnification for losses,

new warrants for which are in course of preparation, and will shortly be published; until then, the issues referred to are to be made in accordance with the existing Commissariat Regulations and War Office Regulations of the 1st July, 1848.

The exceptions alluded to in the first paragraph of this circular apply to the officers of the following departments serving at home, viz.:—

Chaplains, military store, barrack, purveyors, apothecaries, dispensers, civil branch of the Royal Engineer Department,

whose commuted allowances for lodging, fuel, and light are to be regulated by the warrants and regulations now in force for those departments respectively.—A.

B. HAWES.

VICTORIA R. *W. O. Circ.*, 641.

Royal Warrant—Staff Officers.

WHEREAS we have judged it expedient to assign relative army rank to all military staff appointments of our army, and to establish and classify the same with that which has been assigned by former Royal Warrants and regulations to the officers of certain departments, belonging or attached to our army, it is our will and pleasure that the relative rank of all such officers shall, from the 1st April last, be established and classified according to the following schedule, and that by such classification, and the scales affixed thereto, all issues in kind, or pecuniary allowance in lieu thereof, shall be regulated, unless otherwise specifically provided for.

Given at our Court at St. James's this twenty-seventh day of September, 1860, in the twenty-fourth year of our reign.

By Her Majesty's Command. SIDNEY HERBERT.

SCHEDULE of Military and Civil Staff Officers classified according to Position or Relative Rank.

Class.	Military Rank.	Military Staff and Departmental Appointments.	Scale of Allowance applicable to each Appointment.
1	General, . . .	. . . . .	Staff.
2	Lieut. General,	Adjutant General of the Forces, .	Staff.
		Quarter-master General of the Forces,	
		Military Secretary to the Commander in Chief of the Army at Head-quarters, ...	

Class.	Military Rank.	Military Staff and Departmental Appointments.	Scale of Allowance applicable to each Appointment.	Royal Warrant—Staff Officers.
3	Major General, .	Adjutant General in India, . . . Quarter-master General in India, . Deputy Adjutant General to the Forces, ... Deputy Quarter-master General to the Forces, ... Inspector General of Musketry, . . Chaplain General, ... Commissary General, ... Inspector General of Hospitals, after three years' service, ...	Staff.	
4	Brigadier General,	Deputy Adjutant General Royal Artillery, ... Deputy Adjutant General Royal Engineers, ... Deputy Adjutant General for Clothing, ... Deputy Adjutant General, Dublin, . Deputy Quarter-master General, Dublin, ... Inspector General of Hospitals, under three years' service, . . .	Staff.	
5	Colonel, . . .	Deputy Adjutant General abroad, or elsewhere than in London or Dublin, Deputy Quarter-master General, do. Assistant Adjutant General to the Forces at Head-quarters, ... Do. Quarter-master General, do. do. Deputy Commissary General, after five years' service, ... Deputy Inspector General of Hospitals, after five years' service, . . Chaplain, First Class, ... Principal Veterinary Surgeon, . .	Staff.	
6	Lieut. Colonel, .	Assistant Adjutant General of a Division or District, . . . Assistant Quarter-master General of a Division or District, Assistant Adjutant General to Inspector General of Cavalry or Infantry, ... Military Secretary to a General Officer, ... (Unless he hold a higher rank.) Assistant Commandant and Chief Instructor of School of Musketry, . Deputy Commissary General, under five years' service, ... Deputy Inspector General of Hospitals, under five years' service, . Chaplain, Second Class, ... Surgeon Major, ...	Staff.	

Class.	Military Rank.	Military Staff and Departmental Appointments.	Scale of Allowance applicable to each Appointment.
	Lieut. Colonel—*Continued.*	Surgeon Major,	Regimental.
		Principal Military Storekeeper,	Staff.
		Military Storekeeper,	
		Assistant Military Secretary, if a Field Officer, where there is no Military Secretary,	
7	Major,	Deputy Assistant Adjutant General to the Forces at Head-quarters,	Staff.
		Deputy Assistant Quarter-master General to the Forces at Head-quarters,	
		Assistant Commissary General,	
		Purveyor in Chief,	
		Chaplain, Third Class,	
		Paymaster, after fifteen years' full pay service as a commissioned officer, with not less than ten as paymaster, — If belonging to a regiment,	Regimental.
		Paymaster, after fifteen years' full pay service as a commissioned officer, with not less than ten as paymaster, — If to a depôt battalion or district,	Special.
		Deputy Judge Advocate (if commissioned as such),	Staff.
		Governor of Military Prisons, First Class,	
		Surgeon, — If on the Staff,	
		Surgeon, — If Regimental,	Regimental.
8	Captain,	Barrack-master, First Class,	Staff.
		Deputy Military Storekeeper,	
		District Inspectors of Musketry,	
		Staff Veterinary Surgeon, on promotion,	
		Assistant Military Secretary, if a Captain, where there is no Military Secretary,	
		*Deputy Assistant Adjutant General of District,	Staff.
		*Deputy Assistant Quarter-master General of District,	
		Assistant Military Secretary, where there is a Military Secretary,	
		*Major of Brigade,	
		Aide-de-Camp,	
		Paymaster, under fifteen years' full pay service as a commissioned officer, and less than ten years of that period as paymaster, — If belonging to a regiment,	Regimental.
		Paymaster, under fifteen years' full pay service as a commissioned officer, and less than ten years of that period as paymaster, — If to a depôt battalion or district,	Special.

* These officers, if holding superior army rank to that in which they are here classed, shall *be entitled to* the allowance of such superior rank.

Class.	Military Rank.	Military Staff and Departmental Appointments.	Scale of Allowance applicable to each Appointment.	Royal Warrant Staff Officers.
	Captain — *continued.*	Captain Instructor of School of Musketry,	Staff.	
		Chaplain, Fourth Class,		
		Deputy Purveyor in Chief,		
		Deputy Assistant Commissary General,		
		Assistant Surgeon of six years' service, — If on the Staff,		
		Assistant Surgeon of six years' service, — If Regimental,	Regimental.	
		Purveyor, after ten years' service,	Staff.	
		Barrack-master, Second Class,		
		Assistant Military Storekeeper,		
		Veterinary Surgeon, First Class,	Regimental.	
		Staff Officers of Pensioners, if above the rank of Lieutenant,	Staff.	
		Provost Marshal, if commissioned as such,		
		Town or Fort Major,		
		Governor of Military Prisons, Second and Third Classes,		
		Lieutenant Assistant Instructor, School of Musketry,		
		Apothecary, after 15 years' service,		
		Clerk of Works, First Class,		
9	Lieutenant,	Adjutant,	Regimental.	
		Staff or Regimental Assistant-Surgeon, under 6 years' service, — if on the Staff.	Staff.	
		Staff or Regimental Assistant-Surgeon, under 6 years' service, — if Regimental.	Regimental.	
		Quarter-master,	Do.	
		Acting Deputy Assistant Commissary General,	Staff.	
		Barrack-master, Third Class,		
		Purveyor, under ten years' service,		
		Clerk of Works, Second Class,		
		Military Store Clerk, First Class,		
		Staff Officer of Pensioners, if below the rank of Captain,		
		Apothecary, under 15 years' service,		
		Clerk, Royal Engineer Department, First and Second Classes,		
		Deputy Provost-Marshal, if commissioned as such,		
		*Town or Fort Adjutant,		
		Garrison Quarter-master,		
10	Ensign,	Clerk of Works, Third Class,	Staff.	
		Military Store Clerk, Second Class,		
		Purveyor's Clerk,		
		Veterinary Surgeon, on appointment,	Regimental.	
		Clerk, Royal Engineer Department, Third Class,	Staff.	

—W.

*See note in preceding page.

SIDNEY HERBERT.

W. O. Circ., 649. HOME AND FOREIGN. *26th Nov.*, 1860.

Barrack-masters.

THE relative rank of barrack-masters of the second class having been erroneously inserted in the Royal Warrant of the 27th September, 1860, as that of captain, the rank of barrack-masters of the third class as that of lieutenant, and barrack-masters of the fourth class having been omitted altogether, it is hereby notified that the ranks of those officers are to be the same as authorized by the Royal Warrant of 7th February, 1860, and the schedule of ranks attached to the Royal Warrant of 27th September, 1860, is to be altered accordingly, viz.:—

	Relative Rank.
Barrack-masters of the Second Class, . .	Major.
Do. do. Third and Fourth Classes, .	Captain.

B. B. HAWES.

W. O. Circ., 693. HOME AND FOREIGN. *27th July*, 1861.

Staff Serjeants.

IT having been brought to the notice of the Secretary of State for War that in the different branches of the army there are serjeants bearing various denominations and titles, whose relative ranks and positions do not appear to have been ever clearly defined, and that hence questions as to the extent of quarters, &c., they are entitled to, are of frequent occurrence:

Lord Herbert has, in consequence, with the concurrence of His Royal Highness the General Commanding in Chief, caused a schedule, a copy of which is annexed, to be prepared, dividing such warrant and non-commissioned officers employed in the several branches of the army, and on staff and departmental appointments, into three classes, A, B, and C.

Those shown in Class A [*see next page*] will be considered first class staff serjeants, those in Class B as second class staff serjeants, those in Class C will be treated, as far as barrack allowances are concerned, as rank and file, and will not be entitled to any personal allowances.

Allowances of quarters, fuel, and light will in future be made according to this schedule, and such allowances will be confined to actual substantive appointments, to the exclusion of acting or probationary ranks.

All allowances granted by special authorities will cease forthwith.

In the weekly fuel returns, as well as in claims for commuted allowance in lieu of lodgings, fuel, and light, the actual denomination of each non-commissioned officer should hereafter be shown.

B. HAWES.

CLASS (A).

Household Cavalry.	Cavalry of the Line and Military Train.	Artillery.	Engineers.	Foot Guards and Infantry.	Staff and Departmental.
Regimental Corporal Major. Regimental Quarter-master Corporal Major.	Regimental Serjeant Major. Regimental Quarter-master Serjeant.	Regimental Serjeant Major. Regimental Quarter-master Serjeant.	Regimental Serjeant Major. Regimental Quarter-master Serjeant.	Regimental Serjeant Major Regimental Quarter-master Serjeant.	Master Gunner. Barrack Serjeant.
				Serjeant Instructor of Musketry, 1st and 2d Class.	Garrison Serjeant Major.
Schoolmaster,* 1st, 2d, and 3d Class. Schoolmistress.	Schoolmaster,* 1st, 2d, and 3d Class. Schoolmistress.	Schoolmaster,* 1st, 2d, and 3d Class. Schoolmistress.	Schoolmaster,* 1st, 2d, and 3d Class. Schoolmistress.	Schoolmaster,* 1st, 2d, and 3d Class. Schoolmistress.	Military Store Clerk,† 1st Class. Garrison Quarter-master Serjeant. Military Clerk, 1st Class. Hospital Ward-master. Garrison Serjeant Instructor of Musketry, 1st and 2d Class. Garrison Provost Serjeant.
		Serjeant Major, Quarter-master Serjeant, Serjeant Instructor of Gunnery, 1st and 2d Class, Serjeant Conductor of Stores, 1st Class, Paymaster Clerk, Orderly Room Clerk Hospital Serjeant, Military Clerk, 2d Class, } School of Gunnery.	Serjeant Instructor of Musketry, 1st and 2d Class.	Serjeant Major, Quarter-master Serjeant, Paymaster Clerk Orderly Room Clerk Hospital Serjeant, Military Clerk, 2d Class, } School of Musketry.	Commissariat staff: 1st Class Clerk or Storekeeper. 2d Class Clerk or Storekeeper.

* Schoolmasters, when married with leave, are entitled to a second room in barracks, and issues for the same.

† These clerks are not entitled to quarters or allowances at home stations, but at foreign stations they will receive the quarters and issues of their rank.

Staff Serjeants.

CLASS (B).

Nil. Armourer Serjeant.	Paymaster Serjeant. Armourer Serjeant.	Paymaster Serjeant. Armourer Serjeant.	Nil. Armourer Serjeant.	Paymaster Serjeant. Armourer Serjeant.	Military Clerk, 2d Class.
Saddler Serjeant.	Saddler Serjeant.	Staff Collar Maker Major. Staff Wheeler.	Nil.	Nil.	
Farrier Major. Hospital Serjeant. Orderly Room Serjt.	Farrier Major. Hospital Serjeant. Orderly Room Serjt.	Staff Farrier. Hospital Serjeant. Orderly Room Serjt.	Nil. Nil. Nil.	Farrier Maj., Cape Corps Hospital Serjeant. Orderly Room Serjt.	Garrison Act. Prov. Serjt. Staff Serjt. of Pensioners. Staff Quarter-master Serjt. of Pensioners. Hospital Assist. Steward.
Troop Corporal Major	Troop Serjeant Major	Garrison and Field Battery Serjeant Major. Field Battery Quarter-master Serjt.	Troop Serjeant Major, Troop Quarter-master Serjt., Colour Serjt. of Cos., (R. A. Train)	Colour Serjeant. Company Serjt. Major W. I. Regiments.	Hospital Assist. Ward-master. Hospital Serjeant.
Nil.	Nil.	Assistant Gunnery Instructor.	Serjt. Instr. of Musk., 3d Cl., and of Schools and Field Works.	Serjeant Instructor of Musketry, 3d Class.	(Commissariat Staff) 3d Class Clerk or Assistant. Storekeeper.
Trumpet Major.	Trumpet Major.	Trumpet Maj., 1 to each Brigade. Drum Major. Fife Maj., 1 each to the Reg. of Art.	Bugle Major, 1 for the Corps.*	Drum. Bugle Maj. Pipe Major.	Garrison Serjt. Instr. of Musk., 3d Class.
Assist. Schoolmaster.	Assist. Schoolmaster	Assist. Schoolmaster. Serjeant Instr. of Gunnery, 3d Cl. Serjt. Conductor of Store, 2d Class, (School of Gunnery)	Assist. Schoolmaster.	Assist. Schoolmaster.	Garrison Assistant Schoolmaster.

CLASS (C).

Corporal. Farrier Corporal.	Serjeant. Farrier Serjeant.	Serjeant. Farrier Serjeant. Collar Maker Serjt. Wheeler Serjeant.	Serjeant. Farrier Serjeant.	Serjeant. Nil.	Military Clerk, 3d Class. Commiss. Staff Issuer. Military Store Clerk,† 2d and 3d Class.

* The *present* bugle major will receive the quarters and allowances of a first class staff serjeant, but this will not be continued to his successor.

† These clerks are not entitled to quarters or allowances at home stations, but at foreign stations they will receive the quarters and issues of their rank.—S.

VICTORIA R. *W. O. Circ.*, 825.

Precedence and Advantages

WHEREAS we have judged it expedient to cancel our Royal Warrant of 28th March, 1861, which assigns the relative rank of junior major to certain staff and regimental surgeons of our army, and to revise those parts of the several other Royal Warrants now in force, prescribing the privileges attaching to relative rank of officers of the civil departments, and non-combatant officers of the military departments of our army, our will and pleasure is, that such privileges shall, from the date of this our Royal Warrant, be regulated as follows:—

Relative rank shall carry with it all precedence and advantages attaching to the military rank with which it corresponds, and shall regulate the rates of lodging money, number of servants, rations of fuel and light, or allowances in their stead, except for officers and others to whom special rates have been assigned, detention and prize money, according to the regulations, and upon the conditions in force from time to time; but such relative rank shall not entitle the holder to military command of any kind whatsoever, nor to the presidency of courts-martial, courts of inquiry, committees, or boards of survey; but when the president of such courts, committees, or boards shall be junior to the officer of the civil department, then such member of the civil department shall attend as a witness, and not as a member.

Choice of quarters shall be regulated by relative rank according to date of commission; except in the case of commanding officers' quarters, and in cases in which special quarters shall be permanently appropriated, with the approval of the Secretary of State for War.

Relative rank shall not entitle the holder to salutes from ships or fortresses, nor to the turning out of guards; but it shall entitle him, if commissioned, to salutes by sentries, or by individual soldiers.

Honorary rank of paymasters shall carry with it all the privileges and advantages attaching to relative rank of corresponding degree.

All commissioned officers serving with the troops shall be entitled to funeral honours, according to their relative military rank.—R.W.

Given at our Court at St. James's this first day of May, 1863, in the twenty-sixth year of our reign.

By Her Majesty's Command. DE GREY AND RIPON.

Adm. Circ., 55 C. 3*d Aug.*, 1863.

RANK OF OFFICERS OF THE NAVY AND OF THE NAVY AND ARMY.

Military and Naval Officers.

HER Majesty has been graciously pleased to direct, by her Order in Council dated the 11th of June, 1863, that officers of the navy shall take relative rank and precedence according to the annexed Table No. 1, and with officers of the army according to Table No. 2; and that such tables be substituted for those laid down in Articles 2 and 3, Section 1, Chapter 4, and Article 1, Chapter 5, of the Queen's Regulations. Officers belonging to the military branch of the royal navy are to command in the order in which they stand in the said Table No. 1, with the exception specified in the following paragraph:—

Masters are to rank with lieutenants according to the dates of their respective commissions, lieutenants taking precedence when the commissions are dated the same day. Staff captains and staff commanders, notwithstanding the new rank conferred upon them, and masters are, in all matters of command, and in all details relating to the duties of the fleet and to the discipline and interior economy of Her Majesty's ships, to be held subject to the authority of lieutenants, of whatsoever seniority they may be.

By Command. C. PAGET.

TABLE I.

With reference to page 27 of the Queen's Regulations, the Officers of the MILITARY BRANCH will rank as follows:—

1. Flag officers.	9. Sub-Lieutenants.	14. Midshipmen.
2. Commodores.	10. Second Masters.	15. Masters' Assistants, above 17 years of age, and with 2 years' service at sea in the Royal Navy or Merchants' Service.
3. Captains.	11. Gunners, 1st Class.	
4. Staff Captains (late Masters of the Fleet).	2d "	
	3d "	
5. Commanders.	12. Boatswains, 1st Class.	
6. Staff Commanders (late Masters of 15 years' seniority).	2d "	16. Naval Cadets.
	3d "	17. Masters' Assistants, under 17 years of age, and 2 years at sea.
7. Lieutenants.	13. Carpenters, 1st Class.	
8. Masters.	2d "	
	3d "	

CIVIL BRANCH.

Denomination of Civil Officer.		To Rank with
1. Chaplain.		
2. Inspector General of Hospitals and Fleets.	After 3 years' service on full pay as such.	Rear Admiral, according to the date of the completion of the service stated.
3. Do. do.	Under 3 years' do. do.	Commodore of the 1st and 2d Class, according to date of Commission.
4. Secretary to Admiral of the Fleet.	.. ..	Captain over 3 years, according to date of Commis. or Appoint.
5. Paymaster in Chief.	.. ..	Do. do. do.
6. Deputy Inspector General of Hospitals and Fleets.	After 5 years' service on full pay as such.	Captain over 3 years. In these cases the Captain to reckon his seniority from the date of completing three years in that rank; and the Deputy Inspector Gen. of Hospitals and the Inspector of Machinery from the date of completing 5 and 8 years' service in their respective ranks.
7. Inspector of Machinery afloat.	After 8 years' service on full pay as such.	
8. Secretary to a Commander in Chief.	After 5 years' service as such.	Captain under 3 years.
9. Dep. Inspector Gen. of Hospitals and Fleets.	Under 5 years' service on full pay as such.	Do. do.
10. Inspector of Machinery afloat.	Under 8 years' service on full pay as such.	Do. do.
11. Secretary to a Commander in Chief.	Under 5 years' service as such.	Commanders, according to completion of service.
12. Staff Surgeon.		Commander, but jun. of that rank.
13. Paymaster.	Of and above 15 years' seniority.	Do. do.
14. Chief Engineer.	Do. do.	Do. do.
15. Secretary to a Junior Flag Officer, Commodore of the 1st Class, or Capt. of the Fleet.	.. ..	Lieutenant above 8 years' seniority, according to date of Commission. In these cases the Lieutenant, Paymaster, and Chief Engineer are to reckon their seniority from the date of completing 8 years' service in their respective ranks.
16. Surgeon.	.. ..	
17. Paymaster.	Of 8 years and under 15 years' seniority.	
18. Chief Engineer.	Do. do.	
19. Secretary to Commodore of the 2d Class.	.. ..	
20. Paymaster.	Under 8 years' seniority.	Lieutenant under 8 years' seniority, according to date of Commission.
21. Chief Engineer.	Do. do.	
22. Naval Instructor.	.. ..	
23. Assistant Surgeon.	After 6 years' service on full pay as such.	
24. Assistant Surgeon.	Under 6 years' do. do.	Sub-Lieutenant, according to date of Commission or Order.
25. Assistant Paymaster.	.. ..	
26. Engineer.	.. ..	
27. Assistant Engineer.	.. ..	Midshipmen, according to date of first order.
28. Clerk.	.. ..	
29. Assistant Clerk.	.. ..	Naval Cadet, according to date of first order.

as follows:—

1. Admirals of the Fleet, 2. Admirals, 3. Vice-Admirals, 4. Rear-Admirals,	....	....	....	....	....	Field Marshals, Generals, Lieut. Generals, Major Generals, } According to date of Commission.
5.	....	Inspectors General of Hospitals and Fleets, after 3 years' service on full pay as such,	....	....	....	Major Generals, according to the date of the completion of the service stated.
6 Captains of the Fleet, 7. Commodores, 1st and 2d Class,	....	.... Do., under 3 years' do.,	....	....	....	Brigadier Genls. Do., do., } According to date of Commission.
8. Captains, over 3 years,	....	....	Secretaries to Admirals of the Fleet,	Paymasters in Chief,	....	Colonels,
9.	....	Deputy Inspectors General of Hospitals and Fleets, after 5 years' service on full pay as such,	....	....	Inspectors of Machinery afloat, after 8 years' service on full pay as such,	Colonels, according to the date of the completion of the service stated.
10. Captains, under 3 years,	Staff Captains (late Masters of the Fleet),	Do., under 5 years' do.,	Secretaries to Commanders in Chief, of 5 years' service as such,	....	Do., under 3 years' do.,	Lieutenant Colonels, according to date of Commission.
11. Commanders,	Staff Commanders (late Masters of 15 years' seniority),	Staff Surgeons,	Do., under 5 years' do.,	Paymasters, of 15 years' seniority	Chief Engineers, of 15 years' seniority,	Lieutenant Colonels, but junior of that rank.
12. Lieutenants, of 8 years' standing,	Masters, of 8 years' standing,	Surgeons,	Secretaries to Junior Flag Officers,	Do., of 8 years' do.,	Do., of 8 years' do.,	Majors, } According to date of Commission or Order.
13. Do., under 8 years' standing,	Do., under 8 years' do.,	....	Secretaries to Commodores, 2d Class Naval Instructors,	Do., under 8 years' do.,	Do., under 8 years' do.,	Captains,
14.	....	Assistant Surgeons, after 6 years' service on full pay as such,	....	....	....	Captains, according to the date of the completion of the service stated.
15. Sub-Lieutenants,	Second Masters,	Do., under 6 years' do.,	....	Assistant Paymasters,	Engineers,	Lieutenants, according to date of Commission or Order.
16. Midshipmen,	Masters' Assistants, above 17 years of age, and 2 years' service at sea in Navy or Merchant Service.	....	....	Clerks,	Assistant Engineers,	Ensigns, according to seniority in their ranks.

REMITTANCES.

W. O. Circ., 410. *6th March*, 1859.

Invalids from India.

WITH a view to establish a uniform system of remitting balances, &c., due to invalids and others returning to this country, all such sums, instead of being reported, as at present, in the quarterly remittance returns or separate returns, should in future be stated against the names of the men in the monthly casualty returns in which they may be reported non-effective, or in the earliest possible succeeding return. The names of invalids should follow, and be kept distinct from, those of deceased men, and the requisite separate receipt of the treasurer for the sums should be annexed to the return.

It is at the same time strictly enjoined that all claims of invalids quitting their corps in India should, if practicable, be settled before they embark, to obviate the serious inconvenience which frequently results from the men having quitted the service before the intimation of the sums due to them is received in this country.—I.

B. HAWES.

W. O. Circ., 452. *2d Aug.*, 1859.

Indian Regimental.

I am directed by Mr. Secretary Herbert to acquaint you that after the 30th September next the instructions contained in Circular No. 224, dated 1st March, 1858, relative to remittances by officers and men from India by means of remittance *drafts* are to be considered as no longer in force, it being deemed advisable, from the 1st October next, to revert to the system of remittance *voucher* prescribed by Circular No. 1214, dated 30th November, 1855.

To ensure prompt and safe transmission of the remittance vouchers,* they should invariably be forwarded to the agent by the next mail following the receipt of the money, under cover addressed as per margin,† the words "Remittance Vouchers," the number of the regiment (brigade and battery, or company, in the case of the Royal Artillery and Royal Engineers), and the *name* of the agent for whom intended, being placed at the left-hand lower corner of the cover.

The lists of remittances required to be forwarded by every mail, from regiments of cavalry and infantry,‡ being dispensed with after the 30th September, Mr. Secretary Herbert desires that thereafter all returns of remittances shall be prepared for *monthly*, instead of quarterly periods (as is already done by the Royal Artillery), and that the same should be transmitted to this office, *in duplicate, immediately after the termination of each month*,§ the receipt of the proper officer for the amount paid into the Indian Treasury being duly annexed to the original of the said returns.

In any case, however, in which such receipt cannot be annexed, the transmission of the return is not to be delayed; but a note is to be made on the return, stating that the receipt will be forwarded as soon as possible.

The remittance vouchers should be numbered in order, and corresponding

* W. O. Form 326.
† The Under Secretary of State for War, War Office, Pall Mall, London, S.W.
‡ Circular No. 224.
§ *Vide* Article 235, Explanatory Directions of 1848.

numbers entered against the names of the officers and men in the monthly remittance return, to facilitate the adjustment of the accounts in this country. Indian Regimental.

Adverting to Circular No. 363, dated 20th December last, I am to add that the amount shown by the separate quarterly return of stamp duty on officers' commissions should be included in the miscellaneous remittance return * for the last month of the quarter, it being desirable that such remittance returns (Forms 327 A) should also be prepared for *monthly* instead of quarterly periods.

In conclusion, I am to take this opportunity of observing, to obviate any misapprehension on the subject, that the instructions contained in Circular No. 410, dated 6th March last, do not apply to balances withdrawn from the Government Savings' Banks for remittance to England, which should invariably be remitted through the brigade major at the head-quarters of the Presidency, in the manner prescribed by the General Order No. 635 of 1858, dated Fort-William, the 23d April of that year.—L.

B. HAWES.

W. O. Circ., 431. FOREIGN. 28*th Sept.*, 1859.

THE Secretary of State for War has had under consideration the inconvenience experienced by officers and others of the military departments abroad in remitting a portion of their pay, by means of treasury bills, for their families in this country, and, for the purpose of affording greater facilities for such remittances, has authorized the following arrangements:— Officers.

Officers belonging to the general or civil staff, who may desire to make remittances of any portion of their pay for the use of their families, should leave such portion undrawn at their respective stations, and should report the circumstance to the accountant general, transmitting with such report a certificate from the military accountant, showing the specific sums left undrawn, and stating the names and addresses of the persons to whom they wish the payments to be made. The income-tax, however, should be assessed at the station upon the whole amount of the officer's pay.

The military accountant, immediately upon the expiration of each month, will transmit to the accountant general a statement of all sums so left undrawn, upon the receipt of which instructions will be given for the issue of the several amounts to the persons authorized to receive the same.

Regimental officers serving at any foreign station are permitted to avail themselves of the regulations for remittances from India, laid down in Article No. 234 of Explanatory Directions attached to War Office Regulations of 1848, and in Circular No. 452, dated 2d August, 1859.—A.

B. HAWES.

W. O. Circ., 807. FOREIGN. 18*th March*, 1863.

WITH reference to Circular 481, military accountants are directed, from and after 1st April, 1863, or from the receipt of this Circular, if subsequent to that date, to discontinue the practice of deducting the amount of a remittance from a staff or departmental officer's pay, and charging the difference only in their accounts. The full amount of pay is to be charged, and the officer's receipt taken for it, such portion as he desires to remit for the use of his family being entered on the debit side of the account under the special head of "remittances," and for this latter sum a receipt is to be given by the accountant. Officers.

In order to obviate the inconvenience and delay in the payment of remittances at home, which have resulted from the frequent omission on the part

* W. O. Form 327 A.

Officers.

of officers to communicate to the Secretary of State the names of the persons for whom their remittances have been intended, the military accountant will require every officer so remitting to sign a statement on the annexed form, specifying in each case the name and address of the remittee. This statement, duly certified, is to be forwarded to this office monthly by the accountant, and on its receipt the several amounts detailed will be issued; no further authority will be required.

The accountant will be careful to explain to every officer that the receipt furnished him is for his own satisfaction only, and can in no case be recognized as a negotiable document, or as an authority for the payment of the money.

EDWARD LUGARD.

CERTIFIED that the under-mentioned sums have been paid into my hands during the month of ——, by the officers named, for remittance for the use of their families in England, and will be credited to the public in my account for the current period:—

Rank.	Name.	Amount.			Name of Person to whom Remittance is to be paid.	Address of Remittee.	Signature of Officer as authority for Payment.
		£	s.	d.			

Date, ——, 18—. A. ——, Military Accountant, —— Station.

W. O. Circ., 814. *30th March*, 1863.

Prize Money.

REMITTANCES of Indian prize money, due for service in Her Majesty's army, having in some instances been erroneously made through the remittance and casualty returns rendered to this office, I am directed by Secretary Sir George C. Lewis to inform you that, as such prize money is payable only under the direction of the Commissioners of Chelsea Hospital, any remittances on account thereof, if made with the concurrence of the General Prize Committee, should properly be made, through the paymaster general, to the said Commissioners, for whose information returns containing full particulars should be furnished (addressed as below),* viz., a list showing the name and regimental number of each man on account of whom the prize money remains unpaid, stating the sum due to each man, and for what capture; also showing, in each case where any portion of the share has been paid, to whom such portion was issued, and on what account.

At the same time that the above list is furnished to the Commissioners of Chelsea Hospital, the total amount of the remittances included therein should be paid into the Indian Treasury, for the purpose of being forwarded to Her Majesty's Paymaster General, to be placed to the credit of the unclaimed prize money account.

The receipt, to show that the total of each return has been duly lodged in the Indian Treasury, should be annexed to the return.

These returns are not, of course, to include any remittances on account of prize money for service in Her Majesty's *late Indian forces*, payable under the orders of the Secretary of State for India, for which separate returns have been required to be forwarded to the India Office by the Adjutant General's Circular Memorandum No. 205, dated 3d June last.—P.

EDWARD LUGARD.

* The Secretary, Royal Hospital, Chelsea, London, S.W.

RETURNS.

W. O. Circ., 521. *24th Dec.*, 1859.

THE Secretary of State for War has decided that the "Daily Distribution" and List of Casualties annexed thereto ("War Office Form 85"), hitherto sent monthly to the War Office, shall for the present be discontinued.—a.

Daily Distribution and Casualties for War Office discontinued.

JOHN ROBERT GODLEY.

H. G. Circ. Mem., 18. AT HOME. *29th March*, 1860.

ON and after the 1st of April next, the daily return of recruits will be discontinued, and, in lieu of it, a weekly return, in accordance with the annexed form, will be furnished to this department, showing the number of recruits finally approved up to Saturday inclusive.

Weekly of Recruits.

It is absolutely necessary that this return should reach this office from regiments and depôts in England and Scotland on Monday morning, and from corps in Ireland on Tuesday morning at the latest, to enable a report to be rendered on the latter day to His Royal Highness the General Commanding in Chief.

By Command. W. F. FORSTER, *Dep. Adj. Gen.*

FOR THE RECRUITING DEPARTMENT.

—— Regiment.

—— Station. Date, ——.

RETURN of Recruits finally approved for the above Corps by ——, during the week ended ——, 1860.

Day of the Week and Date of the Month.	Head-quarter Recruits.	Direct Recruits.	Remarks.
Monday, . . April 2			
Tuesday, . . ,, 3			
Wednesday, . ,, 4			
Thursday, . ,, 5			
Friday, . . ,, 6			
Saturday, . ,, 7			
Total, . . .			

The Adjutant General,
Horse Guards, London, S.W.

Signature, ——.

"No volunteer from an *embodied* regiment of militia is to be included in this or any other return sent to the Recruiting Department." (See Circular Memorandum of 21st April, 1859.)

Commanding officers of depôt battalions will invariably forward a separate return from each depôt.—b.

H. G. Circ. Mem., 25. AT HOME AND ABROAD. 10*th April*, 1860.

Requisitions uncomplied with to be noted in Monthly Return.

COMMANDING officers are requested to state in Section 5 of the second page of the monthly return what requisitions for clothing, saddlery, arms, appointments, necessaries, &c., remain uncomplied with at the date of the return.—M.

By Command. W. F. FORSTER, *Dep. Adj. Gen.*

H. G. Circ. Mem., 26. AT HOME. 11*th April*, 1860.

Fit for Garrison Duty only in Monthly Return.

HIS Royal Highness the General Commanding in Chief observes in many of the monthly returns that *recruits* are reported as "fit for garrison duty only," and desires that only those men who, from length of service, or from medical causes, are unfit for foreign service, be included under that head.—M.

By Command. W. F. FORSTER, *Dep. Adj. Gen.*

H. G. Circ. Mem., 28. AT HOME AND ABROAD. 30*th April*, 1860.

Reports on New Patterns.

IT frequently happens that changes are introduced in the patterns and articles of military equipment before trials can be made in all the various climates and circumstances to which they may be exposed;—His Royal Highness the General Commanding in Chief therefore desires that general or other officers commanding districts or divisions at home, and stations abroad, will forward to the Adjutant General to the forces, on the 1st of January and 1st of July in each year, full reports, in duplicate, on all newly introduced articles of military stores, showing the date of receipt of each article at the station, the nature of the trial to which it has been subjected, the effect of climate, and any further remarks which personal observation and professional experience may suggest.

The first report will include all articles introduced within the preceding twelve months.—E.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 93. CAVALRY. 15*th Dec.*, 1860.

Officers' Chargers in Monthly Return.

HIS Royal Highness the General Commanding in Chief desires that officers commanding cavalry regiments will attach to each of the monthly returns rendered to this department, a statement of the number of chargers in the possession of officers, distinguishing which horses have been taken from the remounts or ranks, according to the subjoined form, viz:—

Number of Officers' Chargers selected from the Remounts or Ranks.	Number of Officers' Chargers obtained by private purchase.	Total Number of Officers' Chargers.

C. By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

W. O. Circ., 737. 30*th Jan.*, 1862.

Regimental Return.

SIR,—I am directed by Secretary Sir G. C. Lewis to state that the returns upon the W. O. Forms, as originally numbered 196, 197, and 198, containing the nominal roll and other particulars relative to whole regiments, service, and depôt companies respectively, may be discontinued. The infor-

mation contained in the Forms 196 B, 197 B, and 198 B will continue to be furnished to medical officers in charge of regiments and depôts, as directed in Circular 605, dated 7th July, 1860; but hereafter the strength, according to the ages and services of the men, will be stated as on the 1st of January, instead of the 31st of March in each year. In future prints of these forms they will be numbered 196, 197, and 198, the letter B being omitted.—F. Regimental Return.

EDWARD LUGARD.

H. G. Circ. Mem., 182. AT HOME AND ABROAD. *11th Feb.*, 1862.

HIS Royal Highness the General Commanding in Chief is pleased to direct that the return specified in the margin* is no longer to be forwarded with the confidential reports, as the information it was intended to afford is now obtainable from other sources. The third item, therefore, of paragraph 15, page 419, Queen's Regulations, is cancelled: this also renders the summary of the monthly courts-martial returns unnecessary.—P. Abstract of Rewards and Punishments.

By Command. A. HORSFORD, *Dep. Adj. Gen.*

H. G. Circ. Mem., 241. AT HOME AND ABROAD. *16th Feb.*, 1863.

WITH the view to a record being kept of the service for pension, under Indian regulation, of all officers formerly on the Indian establishment, but now belonging to the imperial army, His Royal Highness the Field Marshal Commanding in Chief, at the request of the Secretary of State for India in Council, hereby directs that quarterly returns, commencing on the 1st January, 1863, according to the accompanying form,† shall be transmitted to this department. Service in Indian Army.

Upon the accompanying† supply of forms being exhausted, a requisition in the usual manner should be made, in due time to ensure their receipt, to the Under Secretary of State for War.—I.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 247. AT HOME AND ABROAD. *24th March*, 1863.

HIS Royal Highness the Field Marshal Commanding in Chief desires that in the monthly returns furnished to the Adjutant General by regiments and depôts, the letter M be placed (in red ink) before the names of married officers.—M. Married Officers in Monthly Return.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 295. AT HOME AND ABROAD. *2d May*, 1864.

THE Field Marshal Commanding in Chief desires that officers commanding regiments and depôts will transmit punctually, on the 1st January, 1st April, 1st July, and 1st October of each year, a return of men whose limited service has expired during the quarter ending on the preceding day —viz., 31st December, 31st March, 30th June, and 30th September respectively—showing how they have been disposed of. Quarterly Return of 10 Years' Service expiration.

A pattern form is annexed, and the first quarterly return to be rendered is that for the period ending 30th June, 1864.

Officers commanding depôt battalions will be pleased to supervise the return from each depôt before transmission, to ensure its correctness.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

* General abstract of rewards and punishments in corps.
† May be had on application.

——— Regiment.

Quarterly Return of 10 Years' Service expiration.

RETURN of Men whose limited engagement expired during the Quarter ending ——, 186—, showing how they have been disposed of.

No. 1.	No. 2.	No. 3.	No. 4.	No. 5.		
Total Number whose limited engagement actually expired during the above quarter.	Number out of those included in column No. 1 who, in consequence of having completed such engagement, have been discharged during the above quarter.	Number out of those included in column No. 1 who, without previous discharge, renewed their engagement for a second term, either prior or subsequent to the expiration of the first.	Number out of those included in column No. 1, desirous of being discharged, but who are still retained under the † 5th Clause of the Limited Service Act, or temporarily from unavoidable circumstances.	Number of men who, after having at any time been discharged from the army on completing their limited engagement, have re-engaged or re-enlisted for the —— regiment during the above quarter.		Remarks.
				Within six months of such discharge.	After six months had elapsed.	

s. Signature of Commanding Officer, ——.

* The numbers in columns No. 2, 3, and 4, when added together, should give the total in No. 1.

† It must be borne in mind that only men serving on foreign stations can be retained for a prolonged period under the 5th Clause of the Limited Service Act.

RIDING MASTERS.

W. O. Circ., 779.

VICTORIA R.

WHEREAS we have judged it expedient to amend that part of our Royal Warrant of the 9th day of February, 1855, which relates to the retirement on half-pay of riding masters of our army, our will and pleasure is, that every riding master who shall have served for an aggregate period of thirty years, of which fifteen years shall have been as riding master, shall have an unqualified right to retire, with the honorary rank of captain, on the half-pay of ten shillings a day, provided such retirement shall be recommended to our Secretary of State for War by the Commander in Chief of our army, and be approved by us.—W. Half Pa

Given at our Court at St. James's this 20th day of August, 1862, in the twenty-sixth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

H. G. Circ. Mem., 232. AT HOME AND ABROAD. 17*th Nov.*, 1862.

HIS Royal Highness the Field Marshal Commanding in Chief, with the concurrence of the Secretary of State for War, hereby notifies to the army that riding masters hold the relative rank of lieutenant from the date of appointment.—R. Relative Rank.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

ROYAL MILITARY COLLEGE, SANDHURST.

VICTORIA R. *No.* 336.

WHEREAS it has been represented to us by our Secretary of State for War that it is expedient to appoint our Council of Military Education to be visitors of the Royal Military College; and also to amend so much of the Royal Warrant of the 27th May, 1808, for regulating the affairs of the said college, as relates to the appointment of professors and masters: Council of Education

Our will and pleasure is, that our Council of Military Education for the time being shall be appointed visitors of the said Royal Military College, and that they shall frequently inspect the same, and report to the General Commanding in Chief of our forces, upon the instruction therein given.

They shall moreover be competent to recommend to the General Commanding in Chief the removal of any professor or master whom they may consider to be, for any reason, unfit for the performance of his duties: but such professor or master shall not be removed except by the express orders of the General Commanding in Chief, with the concurrence of the Secretary of State for War.

It is our further will and pleasure, that when any vacancy shall occur among the professors or masters on the establishment of the said college, the Council of Military Education shall carefully investigate the merits of all candidates who may be brought under their consideration, and shall recommend to the General Commanding in Chief, for the time being, the person whom they shall deem most eligible to succeed to the vacant appointment. —C. W.

Given at our Court of St. James's this first day of October, one thousand eight hundred and fifty-eight, in the twenty-second year of our reign.

By Her Majesty's Command. J. PEEL.

H. G. Circ. Mem., D.—3. 1*st Jan.*, 1864.

REGULATIONS OF THE ROYAL MILITARY COLLEGE AT SANDHURST RELATIVE TO THE ADMISSION, EDUCATION, AND MILITARY TRAINING OF GENTLEMEN CADETS.

HER MAJESTY having been pleased to direct that the regulations of the Royal Military College at Sandhurst, relative to the admission, education, and military training of gentlemen cadets, should be revised and corrected, the following are to be substituted for those now in force:— Regulatio

Admission.

1. Candidates for vacancies at the Royal Military College, Sandhurst, will be required to undergo an examination under the superintendence of the Council of Military Education. Examinations for this purpose will be held in June and December of each year at the Royal Hospital, Chelsea.

2. Twenty Queen's cadets will be borne on the establishments, being the sons of officers who have fallen in action, or have died of wounds received in action, or of diseases contracted on service abroad; and who h— families in reduced circumstances. Fifteen will be sons of

gulations. army, and five will be sons of officers of the Royal Navy and Royal Marines.*

There will be, in addition, twenty Indian cadetships, for nomination to which the sons of persons will be selected who have served in India in the military or civil services of Her Majesty or of the East India Company.

3. The age of admission of candidates, whether for the infantry or the cavalry, will be between sixteen and nineteen years.†

Students from the universities will be admissible at the ages stated in Article 11 of these regulations.

4. Every candidate for admission must apply (if under age, through his parent or guardian) to the Commander in Chief to have his name entered on the list of candidates.

5. He must transmit, with his application, the following documents, viz.:—(*a.*) An extract from the register of his baptism,‡ or, in default of that, a declaration before a magistrate, taken by one of his parents, giving his exact age. (*b.*) A certificate from the minister of the church or denomination to which he belongs, of his having been duly instructed in the principles of the Christian religion.

6. His name having been placed upon the list of candidates, it will be open to him to offer himself at any of the half-yearly examinations which may occur while he is within the prescribed limits of age. If unsuccessful in obtaining one of the vacancies at the college, he will be allowed to present himself at any subsequent examination until he has exceeded the maximum age. After he has exceeded the maximum age, he can only be admitted into the army on obtaining a direct commission by purchase, in the usual manner, after passing a qualifying examination.

7. He will be examined by a medical officer, who will ascertain whether he is free from all bodily and organic defects, and whether, as far as regards physical constitution, he is in every point of view fit for military service.

8. The following are the subjects in which papers will be set at the half-yearly examinations for admission, together with the number of marks at present assigned to each subject, viz.:—

Classics, {Latin, 2000 / Greek, 1600}	3600
Mathematics,	3600
English language,	1200
Modern languages, each	1200
History, with Geography,	1200
Natural Sciences (*i. e.*, Mineralogy and Geology),	1200
Experimental Sciences (Chemistry, Heat, and Electricity, including Magnetism),	1200
Geometrical Drawing,	600
Free Hand Drawing,	600

Of the above subjects, the elementary portions of mathematics and the English language are obligatory on each candidate.

The following elementary branches will be included in the obligatory section of mathematics, viz.:—

* These limited numbers include the cadets who have entered the college, and those candidates who have been granted the educational allowance referred to in Article 47.

† This regulation will not come into force till the examination of December, 1864. The limits of age for the examination of June, 1864, will be sixteen to twenty for the infantry and sixteen to twenty-two years for the cavalry.

‡ When the register of baptism does not contain the date of birth, it should be accompanied by a memorandum, signed by one of his parents or guardians, stating the day on which the candidate was born.

In arithmetic: vulgar and decimal fractions, proportion, extraction of the square root, and interest. Regulations

In algebra: fractions, simple equations, and questions producing them.

In Euclid: the first three books.

To these elementary branches 1,200 marks (out of the whole 3,600 for mathematics) will be allotted, and it will be necessary for qualification that at least 400 be obtained, of which 200 must be obtained in arithmetic.

In the English language 400 marks will be allotted to correct and legible writing from dictation, and to composition; and of these it will be necessary for qualification that 200 be obtained.

And in addition to the marks above stated as necessary for qualification in mathematics and English, every candidate will be required to obtain in these and the other subjects of examination such a further number of marks as shall raise the entire number he obtains to 1,500.

No marks will be allowed to count in any subject left optional to the candidate, unless he gain at least one-sixth of the whole number allotted to that subject.

9. Every candidate will be required to forward to the military secretary, Horse Guards, one month before the examination, a statement of the subjects he desires to take up, as well as a certificate from the master or tutor under whom he has been educated, of his general moral conduct for at least the two preceding years. If a candidate has failed in a previous examination, he will only be required to forward a list of the subjects he selects, and a certificate of conduct between the two examinations.

10. After the examination, the candidates will be reported to the Commander in Chief in the order of their merit, and will be appointed accordingly as far as vacancies will allow.

11. Candidates who have passed the examinations called "responsions" and "moderations" at the University of Oxford, or those called "previous examinations" at the Universities of Cambridge and Dublin, or the matriculation examination of the University of London, will be considered as qualified for admission to the Royal Military College, without further examination.

Candidates from the universities must not be more than twenty-one years of age for the infantry, nor more than twenty-three years for the cavalry. They will be required to send to the military secretary, Horse Guards, two months before the commencement of the term at which they desire to enter, certificates from the responsible authorities of their college of general moral conduct during residence at the university, and of having passed the above-mentioned examinations, together with the certificate of age, as required by Clause 5.

Should the number of general candidates be considerably in excess of the number of vacancies at the college, a suitable portion of those vacancies will be offered to the university and to the competing candidates respectively.

12. Candidates for admission as Queen's cadets must apply for a nomination to the Commander in Chief, if the sons of officers in the army; or to the First Lord of the Admiralty, if the sons of officers in the Royal Navy or Royal Marines. The above nominations will be made by the Commander in Chief or First Lord of the Admiralty, with the concurrence of the Secretary of State for War. The Secretary of State for India in Council will nominate to cadetships for the Indian services.

Provision of Necessaries, Books, &c.

13. Every gentleman cadet will receive from the governor of the college a list of the articles of clothing, books, and instruments with which he must

Regulations. provide himself before joining the college, and which he will be required to keep complete during his residence.

Any other books, instruments, or drawing implements that he may subsequently require for the prosecution of his studies will be provided at the college, and charged to his account.

Payments, Contributions, &c.

14. The amount of contribution for education, board, washing, and medical attendance, on account of each cadet, is as follows:—

	Per Annum.
a. For sons of private gentlemen, ...	£100
b. For sons of admirals and general officers having regiments, or receiving Indian colonels' allowances, . .	80
c. For sons of general officers, ...	70
d. For sons of captains and commanders of the royal navy, and field officers of the army having substantive rank,	50
e. For sons of all officers of the royal navy and army under the above rank, ...	40
f. For sons of officers of the royal navy and army who have died in the service, and whose families are proved to be left in pecuniary distress, . . .	20
g. Queen's cadets and cadets nominated by the Secretary of State for India in Council, ...	Free.

15. General officers on the non-effective list will pay according to their last substantive rank.

Officers who have sold their commissions are, in this classification, reckoned as private gentlemen.

The cases of officers who have retired voluntarily upon half-pay previous to having served twenty-five years on full pay will be specially considered.

Officers who retire on half-pay after twenty-five years' service on full pay will be entitled to be classified for payment with the rank in which they last served.

16. The orphans of officers whose claims do not come under classes *f* and *g* must contribute according to the substantive rank last held by their fathers.

17. For sons of officers who have retired on *full* pay, the payments will be according to the substantive rank last held by their fathers.

18. The sons of officers of civil departments having relative rank with officers of the army and navy, of the permanent militia staff, and of adjutants of the volunteer force, are admissible to the college on the same terms as those prescribed for the sons of officers of the army and navy of corresponding rank.

19. The sons of Indian naval and military officers not specially nominated by the Secretary of State for India will be admitted on the same terms as the sons of officers of the Queen's service.

20. Contributions for the sons of professors at the Staff and Cadet Colleges, at the Royal Military Academy, and at the late Indian College, Addiscombe, will be £50

For the sons of masters at the above institutions, ... 40

21. Any change which may take place by promotion or retirement in the rank of the father of a cadet must be immediately notified to the military secretary, in order that the contribution paid to the college on account of such cadet may be regulated accordingly.

22. *Previously* to the admission of a cadet (not a Queen's cadet) he, or, a minor, his parent or guardian, will be required to make the following ments, viz.:—

1. His contribution for half-a-year. Regulation
2. The sum of £15 for the provision of his first equipment of uniform clothing.
3. The sum of 10*s.* for the support of the company reading rooms of the gentlemen cadets.
4. A deposit of £15, on account, for contingent expenses.

23. The above sums are to be paid to the paymaster of the Royal Military College at Sandhurst.

24. For each succeeding half-year the regulated contribution is in like manner to be paid in advance to the paymaster of the college, to whom must also be remitted the sum of £5 for the further provision of uniform clothing, and such sum as may be required to make up the contingent deposit to £15. The amount of this balance will be shown by an account rendered at the end of every half-year, of the sums paid out of the deposit during the past term.

25. No cadet on whose behalf these regulations in regard to payments have not been complied with will be received at the college.

26. No refund of contribution will be made for any portion of the half-year in which the cadet may be removed from the establishment, without the special sanction of the Secretary of State for War.

27. No payments will be required from Queen's or Indian cadets.

28. If a cadet be rusticated during a term, his contribution for the half-year will be forfeited.

29. If absent a whole term in consequence of rustication or sickness, a contribution of £10 will be required for the privilege of his name being kept on the rolls of the establishment, and for a vacancy being guaranteed at the commencement of the next term.

30. If absent from sickness during any portion of a term, a refund of that portion applicable to subsistence will be permitted.

31. In the cases of cadets of the orphan class, whose annual contribution is only £20, the amount to be paid when the absence extends over a whole term will be submitted to and determined by the Secretary of State.

32. Every gentleman cadet will be supplied with a weekly allowance of pocket money, at the discretion of the lieutenant governor of the college; but this allowance will not exceed 4*s.* 6*d.* a week for a gentleman cadet who is a responsible under officer; 4*s.* a week for a gentleman cadet who is an under officer; 3*s.* 6*d.* a week for a gentleman cadet who is a corporal; and 2*s.* 6*d.* a week for all other gentlemen cadets. The expense of this allowance will be defrayed out of the amount deposited for the purpose of meeting contingent expenses, and in the case of Queen's or Indian cadets it will be borne by the public.

Discipline.

33. All gentlemen cadets are subject to such rules and regulations as are, or may be from time to time, established for the maintenance of good order and discipline.

34. Every gentleman cadet will be liable to be removed from the college at any time, should his conduct be such as to render it obvious that his remaining longer would be either hurtful to the institution or unprofitable to himself.

35. To every cadet will be assigned, at the commencement of each term, 100 marks for conduct.

From this number deductions will be made in certain authorized proportions for every offence which shall have been met by a punishment of more than two days' drill.

Should the cadet forfeit more than three-fourths, or 75 of the above 100 marks, he will not be gazetted to his commission until all other gentlemen

[illegible] colour of the [illegible] shall be [illegible] for one year.

[illegible] cadets are [illegible] from [illegible] will [illegible] in the vicinity of the college.

[illegible] presents of any kind are to be received by any person belonging to the college from either the gentleman cadets or their friends.

[illegible] cadets will not be allowed to remain at the college during the vacations without the special sanction of the Secretary of State for War, satisfactory proof being shown that they have no friends in the United Kingdom to whom they could go. Payment of £[illegible] a week will be required in such cases from those who are not Queen's cadets.

Termination of the Course and Removal from the College.

38. The course of study is calculated for a residence of two years or two years; any gentleman cadet may, however, remain at the college another term or half year, for the purpose either of qualifying for a commission by purchase, or of competing for a commission with no purchase. But no gentleman cadet will be permitted to remain longer than three terms.

39. Examinations for commissions will be held periodically. The number of commissions to be given without purchase will be announced previously to the examination. These will be competed for and awarded to the candidates who are first in order of merit.

40. Candidates who have not succeeded in obtaining a place sufficiently [illegible] to which commissions without purchase can be awarded, but who have [illegible] examination and have [illegible] to have their names [illegible] commission by purchase.

41. [illegible] will [illegible] on the qualifying examination. The names of those who [illegible] their course satisfactorily will be [illegible] commissions without purchase will be published in the same list with the latter.

42. In every case a certificate of [illegible] in military and athletic exercises will be required from the governor of the college before a cadet can be examined for his commission.

43. Any gentleman cadet desirous of entering the Royal Artillery or Royal Engineers will be permitted to offer himself as a candidate at any of the competitive examinations for admission into the Royal Military Academy at Woolwich; and his position at the Royal Military College will not be affected by his failure at such examination.

44. When application is made to the Commander-in-Chief for a direct commission for any gentleman cadet at the college, the fact of his being at the college is to be expressly stated in the application. In cases in which this rule is not complied with, any appointment which the candidate may obtain by passing the examination for a direct commission will, even though it may have appeared in the "Gazette," be cancelled.

46. No gentleman cadet is to be removed from the college without the permission of the Commander-in-Chief, obtained through the governor of the college. And when a parent or guardian intends to withdraw a cadet, or, if of age, the gentleman cadet intends to leave the college at the end of a term, at least six weeks' notice of his intention is to be given to the governor. In default of such notice a quarter's subscription must be paid.

Miscellaneous.

47. The establishment for Queen's cadets having been sanctioned by Parliament when the age of admission to the Royal Military College was 13 to 15 years, it has been decided that in any case when the services

of the father, and the circumstances of his family, are such as to constitute a claim, an addition of not more than £40 a year to the "Compassionate Allowance" may, at the discretion of the Secretary of State for War, be allowed to a candidate who is over 13, to enable him to complete his preparatory education, as he is ineligible for immediate admission into the college in consequence of the minimum age of admission having been raised to 16.* Regulatio

48. It is desirable that every candidate who is under 21 years of age should, at his admission, be accompanied by his parent, guardian, or some other responsible person, to satisfy the requirements of the college on his behalf.

49. The responsible parent or guardian of every successful candidate, and the candidate himself, before he can be admitted as a cadet, will be required to sign respectively the following declarations:—

Declaration by Cadet.

"I, ——, do hereby declare that I have attentively considered the regulations for admission to the Royal Military College, and I consent to abide by the same in every particular, as well as to observe and follow all such orders and directions as I shall from time to time receive from the governor, the lieutenant governor, or other officers or authorities of the Royal Military College. And I further hold myself bound to conform in every respect to Her Majesty's regulations, and to the rules and discipline of the service.

"(Signature) ————"

Declaration by the Parent or Guardian.

"I hereby declare that I consent to the admission of my (son or ward) to the Royal Military College, on the foregoing conditions.

"(Signature) ————"

Subjects of the Final Examination.

	Max.	Min. allowed to Count.
50. Field Fortification and Elements of Permanent Fortification, including preparatory course of Practical Geometry,	1,200	300
Military Drawing and Surveying, including preparatory course of Practical Geometry,	1,200	300
Military History and Geography,	1,200	300
Mathematics:—		
1*st Section.*—Arithmetic, Algebra, including Quadratic Equations, Euclid, 6 books,	1,200	300
2*d Section.*—Higher Algebra, Plane Trigonometry, and Mensuration,	1,200	
3*d Section.*—Mechanics and Hydrostatics,	1,200	
Higher Fortification,	1,200	
French,	1,200	300
German,	1,200	300
Chemistry,	1,200	300
Geology,	1,200	300
Landscape Drawing,	600	150

Every gentleman cadet will be required to obtain the following number of marks for qualification for a commission, viz.:—

	Marks.
In the obligatory section of Fortification, Military Drawing and Surveying, Military History, the first section of Mathematics, and one Foreign Language, an aggregate of	1,500

—R. W. F. FORSTER, *Military Secretary.*

* In order to establish a claim to the allowance, a certificate must accompany the application from the candidate's tutor, that will enable the authorities to come to a reasonable conclusion that his education will be sufficiently advanced on his attaining the proper age to pass the examination for admission to the college.

ROYAL MILITARY ACADEMY, WOOLWICH.

Horse Guards, 5th May, 1862.

REGULATIONS FOR THE ADMISSION OF GENTLEMEN CADETS TO THE ROYAL MILITARY ACADEMY, WOOLWICH.

gulations Admis- n, &c.

N.B.—All candidates for commissions in the Royal Artillery and Royal Engineers are required to go through a course of instruction at the Royal Military Academy.

I. Competitive examinations for admission are held in London twice a year, in January and July. They are conducted by examiners appointed for the purpose, in the presence and under the superintendence of the Council of Military Education.

The candidates must be between sixteen and nineteen years of age.

II. The admissions will be determined by the result of the examination, the subjects of which will be as follows, viz.:—

				Marks.
1. Mathematics,	Pure,	Section I. Arithmetic, Algebra, Euclid, Plane Trigonometry,	2,000	3,500
		Section II. Spherical Trigonometry, Elements of Co-ordinate Geometry, and of the Differential and Integral Calculus.*	500	
	Mixed.—Statics, Dynamics, and Hydrostatics,		1,000	
2. English Language and Composition,				1,000
3. History of England, its Dependencies and Colonies,				1,000
4. Geography (Modern),				1,000
5. Classics,	Latin Language,			1,500
	Greek do.,			1,500
6. French do.,				1,000
7. German do.,				1,000
8. Hindustani do.,				1,000

The examination in French, German, and Hindustani will include writing from dictation.

9. Experimental Sciences, *i. e.*, Chemistry, Heat, Electricity, including Magnetism,		1,000
10. Natural Sciences, *i. e.*, Mineralogy and Geology,		1,000
11. Drawing,	Elementary Geometrical Drawing, including the use of Drawing Instruments,	500
	Free-hand Drawing of Machinery, Architectural, Topographical, Landscape, or Figure Subjects,	500

III. No candidate will be allowed to be examined in more than five subjects, of which one must be mathematics, and no one who does not obtain at least 700 marks in Section I. of Pure Mathematics will be eligible for an appointment.

From the other subjects of examination each candidate may select any, not exceeding four in number, in which he desires to be examined. The rules for counting marks are as follows:—

* See syllabus annexed.

In all subjects except mathematics one-sixth of the marks allotted to each must be gained before they can be allowed to count. Regulati for Adm sion, &c.

In the classics and in drawing, the subject is divided into two sections as above, either or both of which the candidate may take up as one subject; but he will not be allowed to count the marks gained in either section unless they amount to one-sixth of the number allotted to it.

In either *French*, *German*, or *Hindustani*, and in *Geometrical Drawing*, every candidate will be required to obtain one-sixth of the maximum of marks for qualification, whether he takes them up as subjects in which he desires to compete or not.

It should be understood, that though only a small qualifying test has been imposed in respect to modern languages and geometrical drawing, a knowledge of them on admission will contribute greatly to a candidate's future success at the Royal Military Academy.

IV. The candidates are allowed to answer as many questions as the time allotted to the subject will permit.

V. No candidate will be admitted unless he obtain an aggregate of at least 2,500 marks.

VI. The successful candidates will remain under instruction for about two years and a half, or until they are sufficiently advanced in scientific knowledge to pass a satisfactory examination, and they will then receive commissions in the Royal Artillery or Royal Engineers. If, however, they should be found unable to qualify themselves within three years in their professional studies, or to acquire a sufficient proficiency in military exercises, or if at any time, by failure at the half-yearly examinations, it should appear improbable that they will ultimately succeed in qualifying for a commission, they will be removed. Further, every cadet will be liable to be removed temporarily or permanently on the commission of any of those offences to which such penalty is awarded by the regulations of the Royal Military Academy.

VII. Each cadet on joining will be required to pay a sum of £25 to cover the expense of uniform, books, &c., and to bring with him the articles of clothing of which he will receive notice, and which must afterwards be kept up at his own expense. He will also be required to pay a contribution of £62 10*s.*, payable in advance, for each half year of the time during which he remains under instruction. The annual contributions, however, for sons and orphans of naval and military officers will be regulated at the following rates, as heretofore:—

For sons of Admirals, and of Generals having Regiments, .	£80
For sons of Generals without Regiments, ...	70
For sons of Captains and Commanders of the navy, and of Colonels and regimental Field Officers of the army, . .	60
For sons of all Officers of the army and navy under the above ranks, ...	40
For sons of Officers of the army and navy who have died in the service, and whose families are proved to be left in pecuniary distress, ...	20

The sons of general officers who are paid only on their commissions as field officers will pay the same contribution as the sons of field officers.

Officers who have sold their commissions are in this classification reckoned as private gentlemen.

The cases of officers who have retired voluntarily upon half pay previous to having served twenty-five years on full pay will be specially considered.

Officers who retire on half pay after twenty-five years' service on full pay will be entitled to be classified for payment with the rank they last served in.

ulations Admis-, &c.

The sons of officers of the civil departments of the army and navy, of officers of the permanent militia staff, and of adjutants of the volunteer force, are admissible to the academy upon the same terms as those prescribed for naval and military officers.

The sons of Indian naval and military officers will be admitted on the same terms as the sons of officers of the Queen's service.

The sons of Professors at the Staff and Royal Military Colleges, at the Royal Military Academy, and at the Royal Military College, Addiscombe, ...	£60
The sons of Masters at the above institutions, ...	40

VIII. Any gentleman who wishes to present himself at one of the half-yearly examinations must send in his name to the military secretary at the Horse Guards one month before the time of examination, forwarding with his application to be noted the following papers:—

1st. An extract from the register of his baptism,* or, in default of that, a declaration before a magistrate, taken by one of his parents, giving his exact age.

2d. A certificate of good moral character, signed by a clergyman of the parish to which he belongs, and by the tutor or head of the school or college at which he has received his education for at least the two preceding years, or such other proof of good moral character as will be satisfactory to the Commander in Chief.

3d. A statement of the subjects of examination in which (in addition to mathematics) he may desire to be examined.

A candidate who has been examined before, when he applies for leave to present himself again, will only be required to forward the list of subjects he selects, and a certificate from his tutor or the head of his school, &c., for the interval between the two examinations.

IX. The candidates will be inspected by military surgeons on the first day of the examination, in order that it may be ascertained that they are free from any bodily defects or ailments calculated to interfere with the performance of military duties.

Extreme short-sight, or any serious defect of vision, is regarded as a disqualification.

The responsible parent or guardian of every successful candidate, and the candidate himself, before he can be admitted as a cadet, will be required to sign respectively the following declarations:—

Declaration by Cadet.

I, ——, do hereby declare that I have attentively considered Article 6, above quoted, of the Regulations for admission to the Royal Military Academy, and I consent to abide by the same in every particular, as well as to observe and follow all such orders and directions as I shall from time to time receive from the lieutenant governor or other officers or authorities of the Royal Military Academy. And I further hold myself bound to conform in every respect to Her Majesty's Regulations, and to the rules and discipline of the service. Signature, ——.

Declaration by the Parent or Guardian.

I hereby declare that I consent to the admission of my (son or ward) to the Royal Military Academy on the foregoing conditions.

Signature, ——.

W. F. FORSTER, *Military Secretary.*

* *Note.*—When the register of baptism does not contain the date of birth, it should be accompanied by a memorandum, signed by one of his parents or guardians, stating the day on which the candidate was born.

Syllabus of Examination in the Differential and Integral Calculus.

Differential Calculus.

The meaning of differentiation.
The differentiation of elementary functions of one independent variable.
The theorems of Taylor and Maclaurin, with their applications.
The theory of maxima and minima, with its applications.
The equations to the tangents, normals, and asymptotes of plane curves.
The curvature of plane curves and their radii of curvature and evolutes.
The differential co-efficients of the arcs and areas of plane curves to rectangular and polar co-ordinates, and of the surfaces and volumes of solids of revolution.

Regulatio for Admi sion, &c.

Integral Calculus.

The meaning of integration.
The integration of elementary functions.
The integration of rational fractions.
The determination of the lengths and areas of plane curves and of the surfaces and volumes of solids of revolution.—W.

SADDLERS, SADDLERY, &c.

H. G Circ. Mem., 85. ADDRESSED TO CAVALRY. 12*th Nov.*, 1860.

casoned Wood.

THE difficulty of obtaining, in many instances, properly-seasoned wood for the repairs of saddle-trees having been represented to His Royal Highness the General Commanding in Chief, officers commanding regiments of cavalry are hereby informed that in future the necessary material can be obtained in the rough from the Royal Arsenal, at Woolwich, at the following prices, viz.:—

Side Bars, ...	1*s.* 0½*d.* each;
Front Arch, ...	0*s.* 3¾*d.* each, or 0*s.* 7½*d.* for one arch in two pieces;
Hind Fork, ...	0*s.* 2¼*d.* each, or 0*s.* 4½*d.* for one fork in two pieces;

exclusive of carriage and packing cases.

Requisitions to be addressed to the Secretary of State for War, War Office, Pall Mall.—P.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 133. 27*th May*, 1861.

addlers' ools.

A REVISED and improved set of saddle-tree makers' tools, and panniers to carry the same, having recently been approved of, and sealed to govern future supplies, a complete list is, by order of His Royal Highness the General Commanding in Chief, annexed, for the guidance of officers commanding cavalry regiments, the Royal Artillery, and the Cape Mounted Rifles, who are requested to forward demands, in duplicate, through this department, for the extra tools which are now to be supplied, together with a pair of panniers to contain the entire set. Any tools in possession of corps, which may be surplus, should be returned into store at the Tower.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

Revised List of Tools.

Planes, . . .	Jack, double iron, for carpenters and wheelers, also for saddle-tree makers. Smoothing, ,, ,, ,, ,, Pannel, for saddle-tree makers. Plough, with eight irons, for carpenters and wheelers, also for saddle-tree makers.
Brace, armourers', also for saddle-tree makers.	
Bits, ...	Nose, ⅜-inch, for saddle-tree makers. ,, ¼ ,, ,, ,, ,, ⅜ ,, ,, ,, Gauge, ¼ ,, ,, ,, ,, 3/16 ,, ,, ,, Rimer, ,, ,, Countersunk, for iron, ,, Rose ,, for brass and wood, for saddle-tree makers.

Saddlers' Tools.

Saws, ...
- Hand, 24-inch, for saddle-tree makers.
- Tennon, 19-inch, iron back, for carpenters and wheelers, also for saddle-tree makers.
- Dovetail, 9-inch, brass back, for carpenters, also for saddle-tree makers.

Spokeshaves, .
- 4-inch, for carpenters and wheelers, also for saddle-tree makers.
- 3¼ ,, ,, ,, ,, ,,

Chisels, ...
- Firmer, ⅛ inch for carpenters, also for saddle-tree makers.
- ,, ¼ ,, ,, ,, ,,
- ,, ⅜ ,, ,, ,, ,,
- ,, ½ ,, ,, ,, ,,
- ,, ⅝ ,, ,, ,, ,,
- ,, ¾ ,, ,, ,, ,,
- ,, 1 ,, ,, ,, ,,
- ,, 1½ ,, ,, ,, ,,

Thumbscrew, 9-inch, iron, carpenters', also for saddle-tree makers.
Bevel steel blade, 12-inch, for carpenters and wheelers, also for saddle-tree makers.
Mallet, wood, for carpenters and wheelers, also for saddle-tree makers.
Rasp, half-round, wood, 12-inch, for saddle-tree makers.
File, for saddle-tree makers.

Screwdrivers, .
- 4-inch, for carpenters, also for saddle-tree makers.
- 6 ,, ,, ,, ,,
- 12 ,, for saddle-tree makers.

Saw frame, . . 15 ,, for carpenters, also for saddle-tree makers.

Hammers, . .
- 16-oz., hand or riveting, carpenters', also for saddle-tree makers.
- 24-oz., ,, ,, and wheelers, also for saddle-tree makers.

Gimlets, nail, from ⅛ to ¼ inch, for carpenters and wheelers, also for saddle-tree makers.
Blades, awl brad, assorted, for carpenters and wheelers, also for saddle-tree makers.
Handle for bradawls, for carpenters and wheelers, also for saddle-tree makers.
Handle, file, large, for all services.

Vices, ...
- Bench, portable, for saddle-tree makers.
- 16-oz., hand, armourers', also for saddle-tree makers.

Pot, glue, copper, double, 1 pint, for saddle-tree makers.
Stone, oil, in frame, for carpenters and wheelers, also for saddle-tree makers.
Brush, paint, sash tool, No. 6, also for glue brush, for carpenters, wheelers, and saddle-tree makers.
Compasses, common, 7-inch, for carpenters and wheelers, also for saddle-tree makers.
Rule, iron, folding, 2 feet, for saddle-tree makers.
Axe, hand, 3 lbs., carpenters', also for saddle-tree makers.
Handle for axe, hand, 3 lbs., carpenters', also for saddle-tree makers.
Square, trying, steel blade, 4-inch, for saddle-tree makers.—T.

W. O. Circ., 862.

VICTORIA R. HOME AND FOREIGN (NOT INDIA).

Saddlers, Saddlery, Carriages, &c.

WHEREAS it has been found expedient to alter the present system of providing for the repair of saddlery and saddle-trees in cavalry regiments

Saddlers, saddlery, carriages, &c.

and battalions of the Military Train, as well of harness and carriages in the latter:

Our will and pleasure is, that, from and after the 1st April, 1864, these services shall be provided for under the following regulations:—

All separate charges for the repair of carriages, harness, saddlery, and saddle-trees, are to be discontinued, and the following fixed rates of regimental pay shall be the sole remuneration to artificers engaged on this duty, or for any other work they may be required to perform, except in those cases specially provided for by our Regulations and Orders for the Army:—

Daily Rates.	Cavalry.	Military Train.	Cape Mounted Riemen.
	s. d.	s. d.	s. d.
Saddler Serjeant, . .	3 4	3 4	3 0
Wheeler Serjeant, . .	...	3 4	...
Saddler, ...	1 10½	...	1 4
Wheeler, . . .	...	1 10½	...
Collar Makers, . .	...	1 10½	...
Saddle-tree Maker, . .	1 10½	...	1 4

All tools and materials to be supplied free from the public stores.

The saddlers, wheelers, collar makers, and saddle-tree makers, shall, after one year's probationary service in the grade, have the relative rank and clothing of corporal. They will be entitled to all the advantages of the good-conduct regulations.

Advancement to the rank of corporal will not, however, carry with it any increase of pay while serving, but will entitle the artificers to the pension of corporal on discharge.

Promotion to the superior grade of saddler serjeant will be open to saddlers and collar makers, and of wheeler serjeant to wheelers, as an inducement to efficiency and good conduct.

In future the shoeing smiths of the Military Train will be termed "Shoeing and Carriage Smiths," continuing in the receipt of the same rate of pay; the separate designation of smith will therefore cease; and care is to be taken that in selecting men for the rank of shoeing and carriage smith, their competence both for the repair of carriages and for farriery purposes is kept in view.—C. C. H. P. S. W. W.

Given at our Court at St. James's this 5th day of May,
in the twenty-seventh year of our reign.

By Her Majesty's Command. De Grey and Ripon.

SAVINGS BANKS.

W. O. Circ., 711. 31*st August*, 1861.

REGULATIONS FOR MILITARY SAVINGS BANKS.
(*With reference to Act 22 & 23 Vict., cap. 20.*)

VICTORIA R.

Savings Banks to be Maintained.

1. To afford to the soldiers of the army facilities for depositing their savings, there shall be maintained in every regiment and depôt of regular cavalry and infantry, and in the Royal Artillery and Royal Engineers, military savings banks for the safe custody and increase of such savings; and the following regulations shall be observed and obeyed wherever the troops may be serving, India excepted, with the reservation as to charitable funds accounts hereafter provided for (Article 76). Royal Warrant.

Deposits.

2. Officers commanding troops, companies, batteries, and detachments, shall receive as public money, to be applied to the payment of those public services which it is their duty to defray, such sums as the soldiers under their command may from time to time desire to deposit in the savings banks.

3. The maximum of each soldier's deposit upon which interest shall be allowed is limited to £30 (exclusive of interest added), in any one year (the year to be considered as ended on each 31st of March), and to £200 in the whole (inclusive of interest added). Any sum remaining deposited at the end of the year, in excess of the above limit of £30, shall be considered as a deposit made at the commencement of the ensuing year, and carry interest from that time accordingly. The amount of deposits upon which interest is allowable shall not be affected by the investment of a gratuity, under the provisions of Article 23.

4. All moneys deposited by the soldier in the Military Savings Bank shall be held strictly in trust for his own use and benefit, and shall on no account be transferable to any third party, nor be withdrawn except under his own order, signified to the officer commanding his troop, company, battery, or detachment, unless the same, or any portion thereof, become forfeited to the public; and such moneys shall, if possible, be paid to the soldier personally, and his receipt shall be obtained, and shall be attached to the savings bank ledger of the troop, company, battery, or detachment; and a separate receipt shall be obtained from him on the monthly form, No. 2, to be transmitted to this office with the annual accounts.

5. Deposits shall only be made and entered in the savings bank ledgers once in each month, viz., on the day of monthly settlement.

6. The officer commanding the troop, company, battery, or detachment, shall, by his signature, in the troop, company, battery, or detachment ledger, acknowledge the receipt of all deposits made.

(*None but Soldiers to make Deposits.*)

7. To prevent persons, not in military employ, from availing themselves of the advantages afforded by these banks, no soldier shall, on any pretence whatever, deposit in his own name the money of another person, whether a soldier or not; and in case any soldier shall so deposit the money of another

Royal Warrant.

person, all sums so deposited shall be forfeited to the public, and one-half of the amount, not exceeding £5, shall be allowed to the informer, unless the whole amount shall, upon a special consideration of the circumstances of the case, be restored by the Secretary at War to the owner of the money so deposited.

Interest.

8. The rate of interest allowed upon deposits shall be £3 15*s.* per cent. per annum, but no interest shall be allowed upon any other parts of a pound sterling than 6*s.* 8*d.* and 13*s.* 4*d.*, nor upon any sums that shall not have remained in deposit for at least one month, to be reckoned from the last day of monthly settlement, and interest shall be only allowed upon sums withdrawn up to the settlement day preceding the day the deposit is withdrawn, unless such day shall be the settlement day. Interest upon all sums in deposit (within the limit prescribed in Article 3) shall be added to the principal quarterly, and shall thenceforward bear interest: in cases of *transfer*, however, to avoid carrying forward the balance due to a depositor in two sums, the interest shall invariably be added to the principal, as by Article 35 is provided.

Withdrawals.

9. When a soldier shall be desirous of withdrawing the whole or any part of his deposit, he shall give at least seven days' notice to the captain or officer commanding the troop, company, battery, or detachment to which he belongs, in order that the necessary arrangements may be made for repayment of the amount at the next day of monthly settlement; but if such captain or officer commanding shall be satisfied of the urgency of the case, and that the immediate withdrawal of the deposit would be for the advantage of the soldier, he may direct payment to be forthwith made.

10. Whenever the officer commanding the troop, company, battery, or detachment shall have strong grounds for believing that the soldier intends to make an improper use of his money, he may suspend the issue of the deposit, until the commanding officer of the battalion or corps at head-quarters, or at the station, shall determine whether it shall then be issued or not, and should the officer commanding deem it essential to discipline to authorize such suspension, he shall report specially, and with the least possible delay, to the Commander in Chief and the Secretary at War the circumstances under which he has felt himself compelled to exercise this power.

Deposits and Withdrawals (small sums).

11. No soldier shall deposit a smaller sum, nor leave a smaller sum, than one shilling in a military savings bank, and it will be the duty of officers commanding troops, companies, batteries, and detachments to ascertain, by an inspection of the troop, company, battery, or detachment ledger, when a depositor applies for leave to withdraw a part of his deposits, the amount of his balance then remaining, and in those cases where the balance will be less than one shilling, to add such balance to the sum required to be withdrawn.

Serjeants' Mess Fund.

12. In regiments or depôts in which a serjeants' mess fund is established, the amount of the said fund may be invested in the savings bank, and interest allowed thereon, irrespective of the limit prescribed in Article 3. The account of the fund shall be opened in the name of the serjeant major or other serjeant who acts as treasurer, and may be included in the ledger of the troop, company, battery, or detachment to which he belongs; but all deposits and withdrawals shall be made on written requisitions, signed by the treasurer and two other members of the mess fund committee; and this mess

fund savings bank account shall be kept perfectly distinct from the personal savings bank account of the serjeant who shall act as treasurer. Royal Warrant.

Regimental Funds.

13. In like manner, other regimental funds may, with the special sanction of the Secretary at War, be invested in the savings bank, under such restrictions as he may think fit.

Civil Savings Banks (withdrawal from, for deposit in Regimental Savings Banks).

14. As it is not lawful for a person having money in deposit in one savings bank to make a further deposit in another, nor to deposit at interest in any one year more than £30, a soldier having money in a civil savings bank must withdraw such deposit before he can make any deposit in a military savings bank, the money so withdrawn may be invested in a military savings bank; but if the amount shall exceed £30, the amount of further deposits upon which interest can be allowed during the remainder of the year will depend upon what portion of the sum withdrawn from the civil savings bank, if any, had been deposited subsequent to the preceding 1st of April, as shown by the certificate of the trustees or managers of the civil bank.

15. Thus, if a soldier withdraw from a civil savings bank £45, of which £15 had been placed in deposit on or after the 1st of April preceding, he can only be permitted to deposit at interest in a military savings bank a further sum of £15 within the year ending on the next 31st of March.

16. A soldier who has money in a civil savings bank, and wishes to become a depositor in a military savings bank, but who, from being at a station distant from the place in which his money is deposited, is unable personally to attend to withdraw his property, must give an order on the form prescribed by such civil savings bank for the withdrawal of his deposit, with the interest due thereupon, in favour of the regimental agent or paymaster, signed by himself in the presence of and witnessed by the officer commanding the regiment or depôt, or, in the case of the Royal Artillery or the Royal Engineers, in the presence of and witnessed by the officer commanding the battery, troop, or company; which order, together with the soldier's civil savings bank book, shall be transmitted by the commanding officer to such regimental agent or paymaster, who, on obtaining the amount, and the certificate of the trustees or managers of the civil savings bank, shall acquaint the commanding officer with the date of payment, and the amount received, specifying how much of it had been placed in deposit on or after the preceding 1st of April. The commanding officer shall then direct the insertion of the amount in the account of the soldier, in the savings bank ledger, and shall allow interest to be calculated upon it from the next monthly settlement day after the date of receipt by the regimental agent or paymaster.

17. From the time of signing the order, the soldier shall be permitted to invest his further savings in the military savings bank.

18. The order for transfer of deposits from a civil to a military savings bank shall, so far as may be conveniently done, be given at such period as will admit of the amount being brought into the account of the savings bank ledger in the same year in which the order for removal is signed.

(Transfer to, by Soldiers about to be discharged.)

19. In all cases of soldiers about to be discharged desiring to transfer balances due to them to civil savings banks, they are to be distinctly informed that such transfers are made solely upon their own responsibility, and at their own risk, and that they will be subject to any loss that may occur in

Royal Warrant.

consequence of such transfer. It is desirable that the soldier should give some written directions for the new account to be opened, which would be held to be a sufficient authority to the civil savings bank to receive the sum and place it to his account.

Corps proceeding to India.

20. The savings bank accounts of a regiment of cavalry or infantry, or of a battery, troop, or company of artillery or engineers, proceeding to India, whether from the United Kingdom or from a colony, shall, until after arrival in India, be carried on in precisely the same manner as if the corps were proceeding from the United Kingdom to a colony, or from one colony to another.

21. After arrival in India, the savings bank accounts shall be made up to the last day of a month, and, if possible, that in which the disembarkation shall take place; and a nominal list of the depositors, showing the exact balance due to each, and the date to which interest is included, shall then be prepared, to which shall be appended the certificate of the commanding officer, the officer second in command, and the adjutant, in the case of a regiment of cavalry or infantry, or, in the case of a battery, troop, or company of artillery or engineers, of the captain or other officer commanding. The commanding officer shall thereupon draw a bill upon Her Majesty's paymaster general (army account) for the total amount of the balances, which bill, together with the certified list, is to be handed over to the presidency paymaster. A certificate that the regimental bank has been opened in conformity with the general instructions issued by the Secretary of State for India in Council should thus be annexed to the final savings bank accounts with the War Office, which should be transmitted by the next mail.

Corps returning from India.—Corps proceeding from India to Foreign Stations.

22. The savings bank balances, in the regimental savings banks in India, of soldiers returning to the United Kingdom, are to be remitted to London, conformably to the instructions promulgated by direction of the Secretary of State for India in Council, in order to the re-investment thereof in the home military savings banks, under the direction of the Secretary at War. In the case of a regiment proceeding from India to any foreign station, the officer commanding shall, before leaving that country, take care to obtain from the accountant general or other officer of audit of the presidency in which the regiment has been stationed a certified list of balances, showing the amount due to each depositor, and the date to which interest has been included. A savings bank ledger shall then be opened, in which the depositors shall be credited with the amounts due to them, and interest allowed thereon from the date to which it has already been included. A duplicate or certified copy of the list is to be forthwith transmitted to the War Office, and the original annexed to the savings bank accounts to be rendered after the 31st of March then next ensuing.

Gratuities for Long Service and Good Conduct (investment of.)

23. Gratuities awarded to soldiers for long service and good conduct, or for distinguished conduct in the field, are to be invested in the military savings banks, but only under special authority from the War Office.

(Withdrawal of.)

24. A gratuity may be withdrawn by the soldier entitled thereto, on receiving his discharge, without any special authority, but the date of discharge shall invariably be stated on the face of his ledger account.

(*Transfer of.*)

25. Transfers of balances due to soldiers on account of gratuities shall be effected by means of the transfer statements, Form C. (W. O. Form, 380 A.) Royal Warrant.

(*Of Men dying before Discharge.*)

26. Should a man for whom a gratuity has been invested die before being discharged from the service, the principal and interest shall be withdrawn and added to his effects in the same manner as an ordinary savings bank balance, the date of decease being invariably stated on the face of his ledger account.

(*To be re-credited to Public on Annuity being awarded.*)

27. When a soldier to whom a gratuity shall have been awarded is granted an annuity, the gratuity, with its accumulated interest, shall be immediately withdrawn from the bank in the usual manner, the interest, up to the day of monthly settlement prior to the date of his being awarded the annuity, paid to the soldier, and the principal specifically credited to the public.

(*Disposal of, on Corps proceeding to India.*)

28. These gratuities on a regiment of cavalry or infantry, or battery, troop, or company of artillery or engineers, arriving in India, shall be deposited in the regimental savings bank in that country, together with the ordinary savings bank deposits, but they must of course continue to be distinguished from the deposits made by the men themselves.

(*Of Men sent Home from India.*)

29. The gratuity deposits of men sent home from India shall be remitted to this country in the same manner as their ordinary savings bank balances, care being taken to distinguish gratuities from ordinary savings bank deposits.

(*Surrender or Forfeiture of.*)

30. These gratuities are only subject to surrender on promotion to the rank of a commissioned officer, or upon a medal with annuity for distinguished or meritorious conduct being awarded, or to forfeiture by desertion, or by sentence of a general, district, or garrison court-martial, or by conviction of felony by a court of civil judicature, and commanding officers in India shall take care to report any such cases of surrender or forfeiture specially to the Secretary at War, and to direct the paymaster to remit to this country the principal and interest so forfeited with the other remittances to be placed to the credit of the public.

(*Promotion to a Commission.*)

31. When a non-commissioned officer having money in the savings bank shall be promoted to a commission, he may, if he wish so to do, leave his savings bank balance in the hands of the public; but he cannot be allowed interest thereon beyond the last day of the month prior to the date of his promotion, which should be stated on the face of his ledger account.

Benefit Fund Balances.

32. Benefit fund balances shall be retained at interest in the savings banks, but not under the control of the soldiers in whose names such balances are invested until their discharge.

33. These balances, or any portion thereof, may, however, be withdrawn, under special sanction, upon the recommendation of the commanding officer, and upon its being proved to the satisfaction of the Secretary at War that such withdrawal will be of advantage to the soldier.

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34. Benefit fund balances will be transferable, as prescribed in Article 35, by means of transfer statements, Form B. (W. O. Form, 381).

Transfers.

35. When a soldier who has money in deposit in a military savings bank shall be transferred to or from the service companies or depôt, or from one regiment to another, or shall be transferred from one troop, company, battery, or detachment to another, the captain of the troop, company, battery, or detachment is not to consider the amount of the soldier's account as money withdrawn from the savings bank, but shall furnish the captain of the troop, company, battery, or detachment to which the man shall be transferred with a statement upon the Form A (W. O. Form, 380), of the balance of principal and interest actually due to such soldier on the day of transfer, the interest being calculated to that day, if it be the last day of a month, otherwise up to the last day of the preceding month, and shall notify upon the account in his own troop, company, battery, or detachment ledger, that the soldier has been so transferred.

36. The captain of the troop, company, battery, or detachment to which the soldier shall be transferred shall, on the receipt of the transfer statement, Form A, open an account for such soldier in his own troop, company, battery, or detachment ledger, and shall insert the balance as reported to him; and shall record the date of transfer (upon the face of the man's account) in his troop, company, battery, or detachment ledger.

37. The captain making the transfer, and the captain receiving the transfer, shall, each of them, state in his annual abstract the transferred soldier's account as it stands in his troop, company, battery, or detachment ledger.

38. The transfer statement, Form A, B, or C, being an important document, as constituting the voucher upon which a man's balance is transferred from one military savings bank to another, shall be forwarded to the War Office, annexed as a voucher to the annual savings bank account, in which the man's balance is taken up; and no duplicate or copy of it shall be given under any circumstances whatever, without the sanction of the Secretary at War.

39. The transfer statement, Form A, B, or C, is applicable to the case of a man transferred from the cavalry or infantry to the Royal Artillery or Engineers, and *vice versâ*; and it is to be clearly understood that in all cases of transferred men, the removal of their balances from one military savings bank to another shall be effected solely by the transmission of the statements, Forms A, B, and C, and not by any remittance of money.

Discharge.

40. Upon the discharge of a soldier, his deposits may remain at interest in the military savings bank for a period not exceeding six months, after which time interest shall cease; but, if required by the soldier, the principal may be retained without interest for a longer period, for security.

Desertion.

41. A soldier convicted by a court-martial of desertion, or recorded by a board of officers in the usual manner as a deserter, shall forfeit to the public all moneys which he may have in the military savings bank, and such forfeiture shall only be remitted by the Secretary at War.

42. When deserters who return to their regiments shall have their deposits restored to them, by special authority, no deduction is to be made from the amount of interest on account of the period of absence.

Death.

43. At the death of a soldier interest on his deposits shall cease from the

day of monthly settlement next after his death (or, in case of decease upon a day of monthly settlement, on the date of his death), and the amount of his deposits, with the interest accumulated thereon, shall be withdrawn and added to his other effects, to be disposed of as prescribed in the Articles of War. Royal Warrant.

Accounts.

44. Each captain or officer commanding a troop, company, battery, or detachment, shall keep a savings bank ledger for the accounts of the non-commissioned officers and men of his troop, company, battery, or detachment, and on each day of monthly settlement shall record in the pocket ledger of each depositor, on the form inserted for that purpose, the savings bank balance then due to him.

Letter of Audit.

45. The Secretary at War, after auditing the savings bank account to the 31st of March in each year, will furnish the officer commanding with a declaration that the account to that date has been so audited, and will become responsible to the depositors that the amount due to each, with interest, shall be paid out of public money.

46. The declaration of the Secretary at War shall be preserved, and the commanding officer shall notify to the officers commanding troops, companies, batteries, or detachments, that the account of the savings bank has been so audited.

Suspension.

47. During active operations in the field, or whenever circumstances may render it impracticable to attend to the details of the savings banks, the general officer in command is empowered to direct their temporary suspension; but all sums then actually in deposit shall continue to bear interest in the usual manner, and such suspension shall be immediately reported to the Secretary at War.

Forms.

48. A supply of the several forms applicable to military savings banks may be obtained on application to the War Office. It is specially desirable to avoid all superfluous use of the forms, as they lead to inconvenient increase of bulk in the savings bank accounts.

Regiments and Depôts of Cavalry and Infantry.—(Ledger.)

49. In the orderly room of each regiment or depôt of cavalry and infantry, or consolidated cavalry depôt or depôt battalion, there shall be kept under lock and key, under the inspection of the savings bank committee (composed of the commanding officer, the officer second in command, and the adjutant), a regimental or depôt battalion savings bank ledger, in which shall be entered the savings bank account of every depositor.

50. The entries shall be made in the regimental or depôt battalion ledger, by troops or companies, so that the amount of each troop or company shall be kept separate; and upon the transfer of a soldier from one troop or company to another, a transfer of his accounts shall be made in the regimental or depôt battalion savings bank ledger.

(Quarterly Examination by Committee.)

51. At the end of every quarter the troop or company ledgers shall be compared with the regimental ledger by the officer commanding, the officer second in command, and the adjutant; and the officer commanding shall transmit to the Secretary at War, with the annual savings bank accounts, a certificate in the prescribed form that this comparison has been made.

ral War- t. Should a troop or company be absent from head-quarters, the comparison of the ledger of that troop or company with the regimental ledger may be deferred until it return to head-quarters; but such delay shall be reported upon the annual certificate, and a certificate duly signed, that the comparison has been made, shall be transmitted to the Secretary at War upon the return of the said troop or company to head-quarters.

(*Annual Accounts.*)

52. The annual savings bank accounts (certified by the commanding officer, the officer second in command, and the adjutant, to have been compared with the several troop or company ledgers) shall be transmitted to the War Office at the end of each year, as soon as the balance of each depositor shall have been carried forward into the regimental or depôt battalion ledger of the succeeding year, but within the time prescribed for the transmission of the quarterly pay list to the 31st of March.

(*Clerk.*)

53. A non-commissioned officer shall be selected by the officer commanding to act as clerk to the savings bank committee, and such clerk shall make all the entries in the regimental or depôt battalion savings bank ledger, and shall receive an allowance according to the following scale:—

	Per Month. £	s.	d.		Per Month. £	s.	d.
If the number of accounts open are under 50, .	0	2	6	If 250 and under 300, .	0	12	6
If 50 and under 75, .	0	3	6	If 300 and under 350, .	0	15	0
If 75 and under 100, .	0	4	6	If 350 and under 400, .	0	17	6
If 100 and under 150, .	0	6	0	If 400 and under 450, .	1	0	0
If 150 and under 200, .	0	7	6	If 450 and under 500, .	1	2	6
If 200 and under 250, .	0	10	0	If 500 and under 550, .	1	5	0
				If 550 and under 600, .	1	7	6

54. In selecting a non-commissioned officer to make the proper entries in the savings bank ledger, care shall be taken that the individual selected shall perform this duty in addition to his other regimental duties, so as to prevent any augmentation of the regimental staff; and the charge in the pay list, on account of the monthly allowance to the non-commissioned officer or soldier acting in this capacity shall be vouched by a certificate, signed by the commanding officer, of the number of accounts open in the savings bank ledger.

(*Responsibility of Officers.*)

55. The captain of each troop or company will be responsible that the deposits he receives and the withdrawals he pays be duly entered in each man's account in the ledger of his troop or company, and that statements of his receipts and payments on the Form No. 2 be sent immediately after the monthly settlement to the orderly room; also that the amount of deposits and withdrawals be duly debited against him, and credited to him by the paymaster in the abstract of the monthly pay list.

56. The officer in command, the officer second in command, and the adjutant, will be responsible for the correctness of the savings bank ledger, which shall be prepared in the orderly room by the savings bank clerk, under their direction, from the statements No. 2, transmitted by the captains. They shall transmit monthly to the paymaster, in the Form No. 3, the account of the deposits received and the withdrawals paid by each captain.

57. The responsibility of the paymaster with respect to the savings bank will be limited to the following points:—He shall debit and credit the respective captains, in the abstracts of their monthly pay lists, with such sums as

are shown by the accounts, Form No. 3, transmitted to him from the orderly room, to have been deposited and withdrawn. He shall insert in his quarterly pay list, under the proper head, in the general state, the total amount of the deposits and the total amount of the withdrawals in each of the three months, as shown by the above-mentioned monthly account, Form No. 3, which shall invariably be annexed to the pay list; and he shall add the three sums together, and debit and credit the totals thereof respectively: but in the March pay list he shall only credit the amount of deposits for the months of January and February, and such deposits as shall have been made in March, before or on the day of settlement for February; and in the June pay list, the amount of deposits made in March, subsequently to the day of settlement for February, with those for the months from April to June, both inclusive. It will consequently be necessary, in order that the vouchers for each of those pay lists may be separate and complete, that the paymaster be furnished by the orderly room with two copies of the Form No. 3 for the month of March, one to be transmitted with the March pay list as a voucher for the March withdrawals, and for such deposits in that month as shall have been made on or prior to the day of settlement for February, the other for such deposits in the same month as shall have been made subsequently to the day of settlement for February, to be transmitted with the June pay list. The paymaster shall give special credit for the deposits forfeited by deserters. He shall take care that the balances of deposits reported to be due to deceased men are duly carried to their non-effective accounts, and he is to annex to the non-effective accounts of all deserters and deceased men the prescribed certificate, stating whether they had any moneys in the savings bank.

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(*Deposits and Withdrawals in March.*)—(*Form No.* 2.)

58. Two copies of the Form No. 2 shall be prepared for the month of March; one for the withdrawals, to be transmitted with the accounts for the year ending the 31st of that month, the other for the deposits, to be transmitted with the next year's accounts, unless in those cases in which the day of monthly settlement for February shall be in March, when the deposits made on such day of monthly settlement shall be included in the Form No. 2 for March, to be sent with the accounts for the year ending on the 31st of that month, and not in the Form No. 2 for the month of March, to be sent with the accounts of the succeeding year, which shall contain those deposits only that were made in March after the day of monthly settlement for February.

(*Men attached.*)

59. When, from peculiar circumstances, such as distance of station or otherwise, the deposits of a soldier, temporarily attached to a troop or company to which he does not belong, are received or paid by the captain of such troop or company, the number of the troop or company to which he actually belongs, and in the savings bank ledger of which his account shall still continue to be kept, shall be stated opposite to his name in the Form No. 2, and the number of the troop or company to which he is attached on the face of his ledger account.

(*Gratuities.*)

60. A gratuity invested in the savings bank for the benefit of a soldier, there to remain at interest until his discharge, shall not be entered in the savings bank ledger or abstract of the troop or company to which he may belong, but shall be accounted for in a separate ledger and abstract to be set apart for these investments, in which the men's names shall be arranged without any reference to companies. In the event of a gratuity being

al War- surrendered or forfeited, it is to be withdrawn from the savings bank, and specially credited to the public in the general state of the quarterly pay list, with a reference to the date of the commanding officer's letter, reporting the surrender or forfeiture to the Secretary at War.

(*Men Discharged at Chatham*).

61. As it is expedient that the savings bank balances of all soldiers sent to Chatham to be discharged shall be paid to them, whether their regiments be at home or abroad, through the paymaster of the invalid depôt, the utmost care is to be taken by the captains of companies and officers commanding regiments that the transfer statements of all such men be sent to the superintendent of the invalid depôt at Chatham, at the time they shall quit the regiment to which they belong or are attached, in order that their savings bank balances may be included in the savings bank account of the invalid depôt.

(*Deserters*).

62. In all cases of desertion, the deposits standing at the credit of the deserter in the savings bank shall be withdrawn by the captain of the troop or company to which he belongs, and shall be treated in every respect, as far as the savings bank accounts are concerned, in the same manner as any other withdrawals, and shall be placed in the hands of the paymaster for the purpose of being inserted in the next pay list rendered by him to the War Office, not as a credit in the man's non-effective account, as part of his effects, but as a specific and distinct credit to the public in the general state.

(*Deceased Men.*)

63. All sums in the savings bank belonging to deceased soldiers shall in like manner be withdrawn, but the amount is to be credited in their non-effective accounts as part of their effects, and the particular pay list in which such credit shall be given is to be stated on the face of their ledger accounts, and a list of such balances, as also those of deserters, &c., shall be prepared on the prescribed form No. 11 (W. O. Form, 1062), which shall invariably be forwarded with the annual accounts.

(*Form No. 2.*)

64. The name of the captain should be stated on the face of the Form No. 2, which shall be transmitted, *unfolded*, with the savings bank ledger to the War Office, arranged according to troops or companies and priority of date.

(*Forms Nos. 2 and 3, &c.*)

65. In those cases where neither deposits nor withdrawals shall have taken place within the month, a blank form, No. 2, for such month will not be required. Care shall be taken that on the sheets of the ledger, on the troop or company abstracts, on the general abstract, and also on the face of the Forms Nos. 2 and 3, the number or letter of each troop or company is distinctly stated, *but not both.*

Royal Artillery and Royal Engineers.

66. The officer commanding each battery, troop, or company shall transmit to the paymaster, immediately after the monthly settlement, a statement of receipts and payments, on the form supplied for that purpose by the War Office, Savings Bank Form No. 2 (W. O. Form 189). These statements shall accompany the monthly abstracts of such batteries, troops, and companies. With regard to the savings bank balances on the accounts of men who have become non-effective by desertion or death, the instructions contained in Articles 62 and 63 are applicable to the artillery and engineers, as well as to the cavalry and infantry service.

67. In the case of deposits or withdrawals on March or April abstracts, it shall be shown on the monthly statements to which year such deposits or withdrawals shall have been charged or credited in the men's accounts. Royal Warrant.

68. The account of every soldier is to be closed on the 31st of March in each year, and the balances carried forward to the next year's account.

69. When such balances have been so carried forward, the officer in charge of each battery, troop, or company, shall immediately cause the account for the past year to be prepared and forwarded to the paymaster, with a certificate that the same has been carefully examined with the original, and found correct, and that the account of every depositor has been calculated to 31st of March, and the balance due to each carried forward to the next year's account.

70. These accounts and certificates are to be forwarded to the War Office by the paymaster, after he has compared the statement of deposits and withdrawals entered on the last page of the annual abstract with the amounts credited and debited by him in his quarterly pay lists on account thereof, together with his report as to the agreement thereof.

Regimental Charitable Funds.

71. The annual accounts of the regimental charitable funds shall be prepared immediately after each 31st of March on the W. O. Form (No. 400 *a*), and separately forwarded to this office.

72. The preparation of the charitable fund account shall form a part of the duty of the savings bank clerk, and such account shall, in the computation of his monthly allowance, be reckoned as forming an additional account, although not included in the general abstract as part of the savings bank account.

73. Charges on account of donations from the regimental charitable funds to meritorious discharged soldiers, and to the wives, widows, and children of soldiers, or on account of payments of a charitable nature, or for purposes of amusement or recreation of the men, will be admitted in the paymaster's or agent's accounts, if vouched by the authority of the commanding officer and proof of payment.

74. When, however, a regiment is on foreign service, and the officer commanding shall deem it expedient that a portion of the charitable fund shall be disbursed at the depôt, a specific arrangement, which shall be notified to the Secretary at War, shall be made with the officer commanding the depôt as to the nature and extent of such disbursements; and the necessary charges for the same will be admitted in the accounts of the depôt, if vouched by the authority of the officer commanding the depôt, with proof of payment and reference to the letter in which the arrangement under which such disbursements are made was communicated to the War Office. The officer commanding the depôt shall take care immediately to report to the officer commanding the service companies all disbursements authorized by him, in order that the same may be included in the annual accounts of the funds.

75. The order of the commanding officer shall be sufficient authority to the paymaster for any charge on account of these funds, and such order, together with proof of payment, shall be annexed as a voucher to the charge in the pay list.

76. Commanding officers of regiments in India will continue to transmit the charitable funds accounts to the War Office, the necessary credits and charges being included in the returns of miscellaneous remittances (W. O. Form 327 *a*).

77. These regulations shall come into operation on the 31st day of August, 1861, and shall after that day, subject to any further regulations that may

Royal Warrant.

hereafter be made under the Act 22 and 23 Vict., c. 20, be the only regulations in force as to military savings banks (excepting only such special instructions as have been given in particular cases); and these regulations shall apply as well to deposits theretofore made in military savings banks established under 5 and 6 Vict., c. 71, and to regimental charitable funds theretofore paid into the Bank of England under 12 and 13 Vict., c. 71.—E.

By Command. G. C. LEWIS.

H. G. Circ. Mem., 261. *25th May*, 1863.

Balances of Invalids.

THE Right Honourable the Secretary of State for War having approved of the savings bank for invalids, which has hitherto been kept at Chatham, being discontinued, and of the balances due to invalids being retained in the banks of the depôt battalions, until it is requisite to pay the same to the men on discharge, His Royal Highness the Field Marshal Commanding in Chief is pleased to desire, that upon the application of the commandant at Netley for these balances, they be remitted to the paymaster of invalids at that place, by bill on the general agents, transmitting at the same time a separate return, Form No. 2, for each man, which, after being signed by him, will be returned to be annexed as a voucher to the savings bank accounts of the battalion.—I.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

SCHOOL OF GUNNERY.

VICTORIA R. *Circ.*, 744.

WHEREAS we have deemed it expedient to regulate the numbers, pay, clothing, and allowances, while serving, of the officers, non-commissioned officers, and men employed at our School of Gunnery at Shoeburyness, for the instruction in gunnery of our Royal Regiment of Artillery, and in the experimental branch attached to the School of Gunnery, our will and pleasure is, that, on and after the 1st day of April, 1862, the staff of the said School of Gunnery, and the experimental branch, shall consist of the numbers, and shall severally receive the rates of pay and allowances specified in this our Royal Warrant, and shall be subject to such rules and regulations as shall from time to time be issued under the orders of our Secretary of State for War and the Commander in Chief of our Army. Royal Warrant.

1.—*Staff of the School of Gunnery.*

One commandant and superintendent, with the pay and allowances of a colonel on the staff, in addition to the full pay of his rank, if appointed before the date of this our Royal Warrant, or in addition to half-pay, if appointed after that date.

One chief instructor (a regimental field officer), with the pay and allowances of an assistant adjutant general, in addition to the pay of his rank.

Four gunnery instructors (captains), with the pay and allowances of a deputy assistant adjutant general, in addition to the pay of their rank.

One brigade major, with the pay and allowances thereof, in addition to the pay of his rank.

One adjutant, if a subaltern 3*s.* a day, or, if a second captain, 1*s.* 8*d.* a day, in addition to the pay of his rank.

One surgeon, with the pay of his rank (provided out of the establishment of the Royal Artillery).

One quarter-master, with rank of lieutenant, and pay as regimental quarter-master.

One first class clerk, one second class clerk, with the regimental pay of serjeant, Royal Artillery, ...	Under the provisions of War Office Circular No. 321, of 21st September, 1858.

	Per diem.
One master gunner, first class, ...	5*s.* 0*d.*
One serjeant major, ...	4 10
One quarter-master serjeant, ...	4 4
Six serjeant assistant instructors, first class, in addition to the regimental pay of their rank, ...	1 6
One staff wheeler, . . . } Regimental pay of their ranks.	
One hospital serjeant, . . . } Regimental pay of their ranks.	
One serjeant photographer, in addition to the regimental pay of his rank, ...	1 6
One serjeant armourer for Armstrong guns, ...	5 0
Two wheelers, each at	1 10¾
Two smiths, one at	2 10
Two smiths, one at	2 1¼
Two storemen, gunners, one at	2 0¼
Two storemen, gunners, one at	1 9¼
Twenty magazine and lobby men, gunners, ...	1 9¼

Rank of several Grades.

yal War- it. 2. The serjeant assistant instructor, first class, and staff wheeler, will rank as quarter-master serjeants, but junior of that rank.

The serjeant photographer and the serjeant armourer will rank as second class staff serjeants.

One wheeler will rank as serjeant, one ditto as bombardier on appointment, and after five years' service as such as corporal.

One smith will rank as serjeant, one ditto as gunner.

Promotion of Non-commissioned Officers.

3. Promotion of non-commissioned officers from one class to another, or to the higher grades, will be made as vacancies occur; but, to qualify for advancement, maintained efficiency and general good conduct will be indispensable.

Clothing.

4. The clothing and appointments of all non-commissioned officers, military artificers, and gunners of the School of Gunnery are to be of the pattern established for the Royal Artillery.

Distinction of the several Ranks.

5. The several ranks to be distinguished as follows:—

Serjeant major, . . . Quarter-master serjeant, .	Four chevrons, with crown and cannon and gun badges, below the elbow, gold.
Serjeant assistant instructor, first class, . . First and second class clerks, ...	Four chevrons, with crown and cannon and gun badges, above the elbow, gold.
Hospital serjeant, . . Serjeant photographer, .	Three chevrons, with crown and cannon badges, gold.
Staff wheeler, . . .	Four chevrons, with crown and cannon and wheel badges, below the elbow, gold.
Serjeant armourer, . . Serjeant smith, . .	Three chevrons, with crown and cannon and hammer and tongs badges, gold.
Serjeant wheeler, . .	Three chevrons, with crown and cannon and wheel badges, gold.
Wheeler, ...	One chevron if ranking as bombardier, two chevrons if ranking as corporal, with wheel badge, gold.
Smith, ...	Hammer and tongs badge, gold.

Extra pay for Good Service to Non-commissioned Officers above rank of Corporal.

6. To encourage industry and attention to duty, an increase will be made to the pay of non-commissioned officers of the School of Gunnery in ranks above that of corporal (master gunner, clerks, and artificers excepted), for good service therein, as specified in the following schedule:—

	Serjeant Photographer.	Hospital Serjeant.	Serjeant Assistant Instructor, first Class.	Quarter-master Serjeant.	Serjeant Major.
	s. d.	s. d.	s. d.	s. d.	s. d.
After every two years' service, .	...	...	0 3	0 3	0 3
After every three years' service, .	0 3	0 3	...	...	...
Maximum regimental and extra pay of each rank not to exceed .	4 10	3 4	4 10	4 10	5 4

Forfeiture of Extra Pay.

7. As the foregoing extra pay is granted specially for good service in the several ranks, it will be liable to forfeiture by 3*d.* at a time for 12 months for neglect of duty or misconduct, by order of the commanding officer; and an uninterrupted possession of 3*d.* for two years will be required before a further increase of pay will be allowed. Royal Warrant.

Beer Money.

8. Every non-commissioned officer and gunner to receive one penny a day as beer money, except when on pass or furlough, or when supplied with beer in kind.

Quarters, Fuel, and Light.

9. The master gunner, serjeant major, quarter-master serjeant, first and second class clerks, staff wheeler, serjeant assistant instructor, first class, and the hospital serjeant will be entitled to the same accommodation, fuel and light, and furniture, as are authorized for staff serjeants of the first class, taking choice of quarters according to seniority.

The serjeant photographer, and the serjeant armourer, will receive the same accommodation, fuel and light, and furniture, as staff-serjeants of the second class.

10.—Staff of the Experimental Branch at Shoeburyness, under the Control of the Commandant of the School of Gunnery.

One captain assistant superintendent of experiments, with the pay and allowances of deputy assistant adjutant general, in addition to the pay of his rank.

One officer (captain or subaltern) as second assistant ditto, with the pay of 3*s.* 6*d.* a day in addition to the pay of his rank and the usual ration of forage, or an allowance in lieu thereof for one horse.

		Per diem.
One first class clerk, with regimental pay of serjeant, Royal Artillery, .	Under the provisions of War Office Circular No. 321, of 21st September, 1858.	
Three serjeants for range duties, Three laboratory serjeants, .	in addition to the regimental pay of their rank, . .	1*s.* 6*d.*
One storeman, . . .	gunners, at .	2 0¼
Four storemen, . . .	gunners, at .	1 9¼
Ten gunners, for experimental duties, at		1 3¼

Rank and Allowances.

11. The serjeants for range duties, and laboratory serjeants, are to receive the same rate of extra pay for good service, and will be entitled to the same accommodation, and fuel and light, and furniture, as the serjeant assistant instructors of the first class, and will rank next to the quarter-master serjeant.

Clothing.

12. The clothing and appointments of the non-commissioned officers and gunners of the experimental branch are to be of the pattern established for the Royal Artillery.

Distinction of the several Ranks.

13. The several ranks to be distinguished as follows:—

First class clerk, . . .	Four chevrons, with crown and cannon badges, above the elbow, gold.
Serjeants for range duties, .	
Laboratory serjeants, . .	

14.—INSTRUCTORS AND SERJEANT ASSISTANT INSTRUCTORS OF BRIGADES, ROYAL ARTILLERY.

Instructors and Serjeant Assistant Instructors of Brigades.

Royal Warrant.

In every brigade of artillery there is to be one officer instructor, and two serjeant assistant instructors, with pay and allowances as follows:—

Officer instructor 2*s.* 6*d.* a day in addition to the pay of his rank, and the usual ration of forage for one horse, or an allowance in lieu thereof.

Two serjeant assistant instructors (one second class and one third class) with 1*s.* a day in addition to the pay of their rank.

Qualifications of Instructors and Serjeant Assistant Instructors of Brigades.

15. No officer or non-commissioned officer will be attached to a brigade as instructor, or as serjeant assistant instructor, who has not passed through the regular course of training at the School of Gunnery, and has not been reported by the commandant of that establishment as qualified for the appointment.

Rank of Brigade Serjeant Assistant Instructor.

16. The serjeant assistant instructor, second class, will rank next to the quarter-master serjeant.

The serjeant assistant instructor, third class, will rank as second class staff serjeant.

Clothing and distinction of Rank.

17. The clothing, appointments, and badges of serjeant assistant instructors, second and third classes, will be the same as for serjeant assistant instructors, first class, of the School of Gunnery.

Given at our Court at St. James's this tenth day of March, 1862, in the twenty-fifth year of our reign.

By Her Majesty's Command. G. C. LEWIS.

RULES *and* REGULATIONS *to be annexed to the Royal Warrant of the* 10*th March,* 1862, *Circular No.* 744.

Duties of Instructors and Serjeant Assistant Instructors.

1. The instructors and serjeant assistant instructors of brigades will in all respects be under the orders of the commanding officers thereof, as regards time, place, and regimental details, but such commanding officers are not to alter the mode of instruction either in principle or detail; the commandant of the School of Gunnery being required by his orders to pay immediate attention to any suggestions addressed by commanding officers of brigades to the Adjutant General on the subject of artillery exercises, and to report upon the result of them, after fair trial, to the Commander in Chief,—all officers, therefore, wishing to make suggestions on these subjects, will do so through the medium of the commanding officers of the brigades to which they belong.

Instructors not available for Regimental or Garrison Duty, &c.

2. Instructors of brigades will not be available for regimental or garrison courts-martial, courts of inquiry, or other brigade or garrison duties, unless under circumstances of absolute necessity.

Serjeant Assistant Instructors to be exempt from other Regimental and Barrack Duties.

3. The serjeant assistant instructors will not be under the authority of any non-commissioned officer of the brigade to which they may be attached as regards their instructional duties, but will take all their orders regarding such duties from the instructor of the brigade.

They will be exempt from all other regimental and barrack duties, and will be employed exclusively as instructors. Royal Warrant.

4. The duties connected with the payment of the detachment at the School of Gunnery will be performed by the adjutant.

Postage and Stationery.

5. As all correspondence on the subject of gunnery instruction is to be conducted by the commanding officers of brigades, no charge for postage on this head will be sanctioned in the paymaster's accounts, nor will any stationery be issued for the instructor of gunnery from the War Office, but the necessary printed forms will be supplied from that department, on application on the usual requisition, at the appointed periods.

Letters, &c., to be Prepaid.

6. All letters and returns sent to the commandant of the School of Gunnery are to be prepaid, and whatever stationery is required by the instructor for the discharge of his duties is to be supplied from the orderly room.

Certificate of Qualification to accompany Pay List.

7. When a non-commissioned officer is promoted serjeant assistant instructor of gunnery in a brigade, a verified copy of his certificate of qualification is to accompany the pay list in which his name first appears as such, as a voucher in support of his eligibility for the appointment.

Vouchers in support of Good-Service Pay.

8. Charges in the public accounts for good-service pay (*which is only applicable to the non-commissioned officers of the School of Gunnery*) are to be vouched by a certified copy of the order of the commandant of the School of Gunnery sanctioning the issue of the said good-service pay; to which is to be annexed a certified copy of the non-commissioned officer's record of service, and a certificate in the handwriting of the commandant to the effect that the non-commissioned officer concerned has discharged his duties satisfactorily, and has conducted himself in an exemplary manner for the last two years.—G. W.

War Office, 10th March, 1862.

SCHOOLS AND SCHOOLMASTERS.

H. G. Gen. Ord., 775. 16*th Jan.*, 1861.

Compulsory Attendance at School.

WITH reference to the Circular Memorandum of the 10th February last, and to the 37th Article of War, by which commanding officers are empowered to enforce on the men under their command the orders to attend school, His Royal Highness the General Commanding in Chief desires it may be understood that it is by no means incumbent upon an officer to order all men indiscriminately, and against their will, to attend.

Education is a boon, not to be forced on those who may be unwilling to accept it; but, as it cannot in any instance be given without an expense to the public, it is intended by the clause in question that those who have accepted that boon, and who, in the opinion of the commanding officer, are likely to profit by it, should be under such control as will prevent the idler from abusing the indulgence, by giving an irregular and capricious attendance to his duties.—A.

By Order. A. HORSFORD, *Dep. Adj. Gen.*

War Office, 4th December, 1861.

Schoolmasters' Leave of Absence.

SIR,—I am directed by the Secretary of State for War to acknowledge the receipt of your letter of the 9th ultimo, and to acquaint you, in reply, for the information of His Royal Highness the General Commanding in Chief, that, having had under his consideration the Memorandum of the Council of Military Education of the 7th ultimo relative to the leave of absence and free passages of army schoolmasters after long continuous service at foreign stations, Secretary Sir George Cornewall Lewis is of opinion that the grant of free passages as therein recommended should be restricted to garrison schoolmasters, all regimental schoolmasters being required to remove or remain with their regiments; subject, however, to this one condition, Sir George Lewis has no objection to the plan proposed by the Council—namely, that after a continuous foreign service of seven years garrison schoolmasters may, subject of course to the requirements of the service, and other "special considerations," be granted, when required to return home on urgent grounds, leave of absence with pay, and without loss of service, as follows:—

Eight months for Stations beyond the Cape of Good Hope;
Six months from the Cape of Good Hope, West Coast of Africa, West Indies, and Bermuda;
Four months from North America and from Stations in the Mediterranean;

and also free passages, the leave of absence in each case being inclusive of the period of the voyage to and fro; and I am to add that First-class Schoolmaster Pringle will therefore, under the foregoing regulations, be granted pay during the period of his eight months' leave of absence.—A.

The Military Secretary, Horse Guards. I am, &c. B. HAWES.

W. O. Circ., 760. HOME AND FOREIGN. 27*th May*, 1862.

Stationery.

THE enclosed form of requisition for school books, stationery, and materials, showing the price of the articles included therein, is furnished for

the information and guidance of commanding officers and schoolmasters of garrison and regimental schools, and with a special view to enable commanding officers, when considering or confirming requisitions, to ascertain that due regard has been paid to economy, both in the general management of the schools and in framing the demands for supplies. Stationery

The requisitions, after being considered and signed, should be transmitted, in the first instance, direct to the Council of Military Education, 13 Great George Street, Westminster, S.W., instead of to the War Office as heretofore.

Secretary Sir George C. Lewis has, in concurrence with His Royal Highness the General Commanding in Chief, fully approved the form, and requests that the object for which it has been framed may be specially borne in mind when requisitions for supplies are made.—S.

EDWARD LUGARD.

War Office, 15*th July*, 1862.

SIR,—I am directed by the Secretary of State for War to acknowledge the receipt of your letter of the 10th instant, and to acquaint you, in reply, that Sir George Cornewall Lewis approves of the additional bounty granted by the second paragraph of the regulations annexed to the Royal Warrant of the 30th October, 1861, to soldiers quartered at certain foreign stations being extended to schoolmasters abroad on their re-engagement. Schoolmasters' Leave of Absence.

I am, however, to add that garrison schoolmasters at foreign stations who have availed themselves of the free passage home and back, granted after seven years' service under the conditions specified in the letter from this department to the military secretary of the 4th December, 1861, will not be considered eligible for this additional bounty, which is given in lieu of furlough, and to avoid the expense of a double passage home and out again, and that it will therefore only be granted to garrison schoolmasters on re-engagement, provided they have not put the public to the expense above referred to.

Garrison schoolmasters abroad will thus be placed on the same footing as regimental schoolmasters in regard to this additional bounty on re-engagement as recommended by the Council of Military Education, but the former cannot be allowed both the free passage home and the bounty, which is virtually granted in lieu of it.—R.

The Adjutant General, Horse Guards. EDWARD LUGARD.

VICTORIA R.

WHEREAS it has been represented to us that it is expedient to revise the regulations hitherto in force in regard to the pay and position of trained army schoolmasters, and to confer upon such as shall be appointed superintending schoolmasters, a commission with the relative rank of ensign: Trained Schoolmasters.

Our will and pleasure is that the following rules shall be established.

The rates of full pay shall be:—

	Per Diem.
Superintending Schoolmaster, on appointment, ...	7*s.* 0*d.*
Do., do., after fourteen years' service as Trained Schoolmaster, of which five years shall have been as Superintending Schoolmaster, ...	8 0
Trained Schoolmaster ranking as Non-commissioned Officer next below Sergeant Major, on appointment, . . .	3 0

Trained Schoolmasters.

	Per Diem.
After two years' service,	3s. 6d.
,, four ,,	4 0
,, six ,,	4 6
,, eight ,,	5 0
,, ten ,,	5 6
,, twelve ,,	6 0
,, fourteen ,,	6 6

The periodical increase shall, however, only be granted on the recommendation of the Council of Military Education to such trained schoolmasters of whom satisfactory reports are received, both in regard to general conduct and the management and progress of their schools; each year's service as assistant or fourth class schoolmaster under the former regulations being allowed to reckon as six months towards the above periods.

Time spent at the Royal Military Asylum in qualifying for appointment as trained schoolmaster, whether the candidates are from civil life or from the ranks of the army, is not to reckon for the above rates of increased pay, service from date of appointment as trained schoolmaster being alone admissible.

Superintending schoolmasters who on promotion to that rank were in the receipt of 8s. a day will be permitted to retain that pay, but without further increase.

The rate of half pay or retiring allowance for a superintending schoolmaster shall in all cases be determined by the service which he may have rendered to the public as schoolmaster, or in any former military capacity.

If a superintending schoolmaster shall have served at least ten years as a trained or superintending schoolmaster, he shall, in case of being placed on half pay by disability or ill-health, duly certified by an army medical board to the satisfaction of the Commander in Chief and the Secretary of State for War, be allowed half pay according to the following scale, viz.:—

	Per Diem.
Ten years' total service, and under five as Superintending Schoolmaster,	3s. 0d.
Ditto, with five years' service, or upwards, as Superintending Schoolmaster,	4 0
Fifteen years' total service, of which five, or upwards, as Superintending Schoolmaster,	4 6
Ditto, of which ten as Superintending Schoolmaster,	5 0
Twenty years' total service, of which five, or upwards, as Superintending Schoolmaster,	5 6
Ditto, of which ten as Superintending Schoolmaster,	6 0
Twenty-five years' total service, of which five, or upwards, as Superintending Schoolmaster,	6 6
Ditto, of which ten as Superintending Schoolmaster,	7 0

Every superintending schoolmaster who shall have served for an aggregate period of thirty years, of which five years, or upwards, shall have been as superintending schoolmaster, may, with the sanction of the Commander in Chief and Secretary of State for War, be permitted to retire on 7s. 6d. a day.

	Per Diem.
Ten years as Superintending Schoolmaster, with an aggregate service of thirty years,	8s. 0d.

In calculating the service for half pay, the whole of the period passed as a student in the training schools of the Royal Military Asylum will be excluded, but half of the service in any former military capacity will be allowed.

Schoolmasters, when placed on the pension list, will be entitled to pensions according to the following scale:— Trained Schoolmasters.

	Per Diem.
After twenty-one years' service, during the last three years of which they shall have been in the receipt of the highest rate of pay, ...	3s. 0d.
After twenty-one years' service, and should they not have been uninterruptedly in the receipt of the highest rate of pay during the last three years, ...	2 6

The cases of schoolmasters invalided before the completion of twenty-one years' service will be specially considered by the Commissioners of Chelsea Hospital.

In calculating the time of service of a superintending schoolmaster for half pay, or of a schoolmaster for pension, the whole of the period passed in the training schools of the Royal Military Asylum, as well as half of any former service in the army, prior to his admission thereto, are to be deducted.—W.

Given at our Court at St. James's this nineteenth day of May, 1863, in the twenty-sixth year of our reign.

By Her Majesty's Command. DE GREY AND RIPON.

W. O. Circ., 821. HOME AND FOREIGN. *25th May*, 1863.

THE annexed regulations for the management of army schools having been approved by his Royal Highness the Field Marshal Commanding in Chief, and by the Secretary of State for War, are to take effect from this date. Regulations.

No schoolmaster now in the service is compelled to accept the new regulations as regards pay, pension, and promotion. Six months from the present date will be allowed for consideration; and at the expiration of that time all who have not signified their wish to be placed under these regulations will be borne upon a separate list, their pay, pensions, &c., being continued according to previous regulations; but they will be amenable to all directions contained in the new regulations which relate to conduct, discipline, and general duties.

Schoolmasters by declining to accept the new regulations will not be rendered ineligible for promotion to the rank of superintending schoolmaster.

EDWARD LUGARD.

REGULATIONS* FOR THE MANAGEMENT OF ARMY SCHOOLS.

1. Army schools are established for the purpose of affording to non-commissioned officers and soldiers, and to their children, the opportunity of acquiring a sound and useful education. Adult and Grown Children's Schools.

2. These schools are under the supervision of the Council of Military Education.

3. The trained schoolmasters of the army are of two classes—viz., "Superintending Schoolmasters," who are commissioned officers, with relative rank as ensigns; and "Schoolmasters," who rank as non-commissioned officers next below serjeant majors. Schoolmasters.

Both classes are subject to the Mutiny Act, to the Articles of War, and to the general regulations and orders of the army.

Schoolmasters are not under the authority of any non-commissioned officer in regard to the duties of their office.

* These are entered as amended by W. O. Circ. 840.

Pay of Trained Army Schoolmasters.

4. The pay of trained army schoolmasters is as follows:—

	Per Diem.
Superintending Schoolmaster,	7*s.* 0*d.*
,, after fourteen years' service as Schoolmaster, five of which as Superintending Schoolmaster,	8 0
Schoolmasters, on appointment,	3 0
,, after 2 years' service,	3 6
,, ,, 4 ,,	4 0
,, ,, 6 ,,	4 6
,, ,, 8 ,,	5 0
,, ,, 10 ,,	5 6
,, ,, 12 ,,	6 0
,, ,, 14 ,,	6 6

The periodical increase to schoolmasters is granted on the recommendation of the Council of Military Education to those schoolmasters of whom satisfactory reports are received, both of their general conduct and of the management and progress of their schools. Each year's service as assistant or fourth class schoolmaster under the former regulations will be allowed to reckon as six months towards the above periods.

Time spent at the Royal Military Asylum in qualifying for appointment as trained schoolmaster, whether the candidates are from civil life or from the ranks of the army, is not to reckon for the above rates of increased pay, service from date of appointment as trained schoolmaster being alone admissible.

Pay of schoolmasters will be issued weekly by the paymaster.

Of Schoolmasters.

5. Superintending schoolmasters who on promotion to that rank were in the receipt of 8*s.* a day will be permitted to retain that pay, but without further increase.

Half Pay and Retiring Allowance of Superintending Schoolmasters.

6. The rate of half pay or retiring allowance for a superintending schoolmaster shall in all cases be determined by the service which he may have rendered to the public as schoolmaster, or in any former military capacity.

If a superintending schoolmaster shall have served at least ten years as a trained or superintending schoolmaster, he shall, in case of being placed on half pay by disability or ill health, duly certified by an army medical board to the satisfaction of the Commander in Chief and the Secretary of State for War, be allowed half pay according to the following scale:—

	Per Diem.
Ten years' total service, and under five as Superintending Schoolmaster,	3*s.* 0*d.*
Ditto, and above five years as Superintending Schoolmaster,	4 0
Fifteen years' total service, of which above five as Superintending Schoolmaster,	4 6
Ditto, of which ten as Superintending Schoolmaster,	5 0
Twenty years' total service, of which above five as Superintending Schoolmaster,	5 6
Ditto, of which ten as Superintending Schoolmaster,	6 0
Twenty-five years' total service, of which above five as Superintending Schoolmaster,	6 6
Ditto, of which ten as Superintending Schoolmaster,	7 0

Every superintending schoolmaster who shall have served for an aggregate period of thirty years, of which above five years as a superintending schoolmaster, may, with the sanction of the Commander in Chief and Secretary of State for War, be permitted to retire on 7*s.* 6*d.* a day.

Ten years as Superintending Schoolmaster, with an aggregate service of thirty years,	8 0

In calculating the service for half pay the whole of the period passed as a student in the training schools of the Royal Military Asylum will be excluded, but half of the service in any former military capacity will be allowed. Half Pay and Retiring Allowance of Superintending Schoolmasters.

7. Schoolmasters, when placed on the pension list, will be entitled to pensions according to the following scale:— Pensions of Schoolmasters

	Per Diem.
After twenty-one years' service, during the last three years of which he shall have been in the receipt of the highest rate of pay.	3*s.* 0*d.*
After twenty-one years' service, and should he not have been uninterruptedly in receipt of the highest rate of pay during the last three years, ...	2 6

The cases of schoolmasters invalided before the completion of twenty-one years' service will be specially considered by the Commissioners of Chelsea Hospital.

8. In calculating the time of service for half pay of a superintending schoolmaster, or for pension of a schoolmaster, the whole of the period passed in the training schools of the Royal Military Asylum, as well as half of any former service in the army prior to his admission thereto, are to be deducted. Reckoning of Service.

9. All candidates for the appointment of army schoolmaster are required to go through a course of instruction and training in the schools of the Royal Military Asylum, Chelsea, admission to which is obtained by successful competition at examinations held periodically. Candidates and Mode of Admission.

10. Serjeants, corporals, and privates in possession of one good-conduct badge, civilian pupil teachers who have completed their apprenticeship, and certificated schoolmasters, alone are eligible to compete.

11. Candidates must be between twenty-one and twenty-five years of age at the date of examination, and they must be unmarried. Age.

12. The period passed in education and training in the schools of the Royal Military Asylum is not to exceed two years. Training.

13. On leaving the Royal Military Asylum the candidate, if qualified, will receive a certificate stating his degree of merit, and be then eligible for the appointment of army schoolmaster. First Appointment.

14. But before receiving the appointment the candidate must enlist for a period of ten years; or, if he is already in the army, he must be discharged, and be re-enlisted for ten years. Enlistment.

15. No bounty is allowed to persons enlisting in the army for the purpose of becoming schoolmasters.

16. An army schoolmaster after having completed his first period of service is eligible for re-engagement for a further period of eleven years. Re-engagement.

17. Applications for the re-engagement of schoolmasters are to be made by commanding officers to the Adjutant General, accompanied by verified copies of their records of service. Application for Re-engagement.

No schoolmaster is to be re-engaged without previous reference to the Adjutant General.

18. No bounty is allowed on re-engagement, but the allowance in lieu of furlough and free passage granted by the second paragraph of the regulations annexed to the Royal Warrant of 30th October, 1861 (see Appendix),* to soldiers serving at certain foreign stations will be issued to schoolmasters on re-engagement, provided the schoolmaster is not under orders to return home; but this allowance is not admissible for those garrison schoolmasters who have availed themselves of the free passage home and back again under the conditions sanctioned by the Secretary of State for War in Bounty.

* *Ante.*

Bounty.

letters to the military secretary of 4th December, 1861, and 16th July, 1862 (see Appendix).*

Furlough on Re-engagement.

19. Furlough on re-engagement will be granted to schoolmasters at home stations, and at those foreign stations specified in paragraph 1 of the regulations attached to the Royal Warrant of 30th October, 1861; but special application must be made to the Adjutant General, in order that it may be granted at such time as may be least inconvenient to the school.

Quarters, Fuel, and Light.

20. A superintending schoolmaster, where no special quarters are provided, is entitled to lodging allowance, including fuel and light, at the staff rate sanctioned for subaltern officers.

21. Where special quarters are provided, he is entitled to furniture for two rooms, and an allowance of fuel and light at the staff rate sanctioned for subaltern officers.

22. A schoolmaster, where no special quarters are provided, is entitled to a staff serjeant's room, with fuel, light, and furniture for the same; a separate kitchen, or part of a kitchen, is also to be allowed him whenever it can be so arranged.

23. If married with leave, and his wife be with him, he is entitled to a staff serjeant's room and one additional room (when it can be provided), with furniture for the two rooms, and with an allowance of fuel and light equal to one and a half times that sanctioned for first class staff serjeants by Circular 767.

24. At home stations, when neither special quarters nor barrack rooms are provided, he is entitled to lodging money (including fuel and light) at the rate applicable to first class serjeants.

25. At foreign stations he is entitled to the allowance applicable to his class for one room, and if married, to an additional half room's allowance.

Travelling Allowance.

26. Superintending schoolmasters when travelling on duty are entitled to the same travelling expenses and personal allowance as officers of corresponding rank.

27. Schoolmasters when moving with troops are entitled to marching allowance at the rate of 2*s.* 6*d.* per day, on the same conditions that entitle troops to marching allowance.

Detention Allowance.

28. Schoolmasters necessarily detained when proceeding to the regiments or garrisons to which they have been appointed are granted detention allowance at the rate of 3*s.* 6*d.* a day, the causes of detention being satisfactorily explained and duly certified.

Personal Allowance.

29. They are to be granted the same rate of personal allowance of 3*s.* 6*d.* a day while travelling (excepting for the days they may be victualled on board steam or other ships under Government contract); and when joining their regiments, or when visiting detachment schools, they are, in addition to the above personal allowance, to be reimbursed the actual and necessary expenses of travelling by railway or steamboats as second class passengers, or by any other conveyance as ordinary passengers.

30. For the first and last days of the journey, and when the schoolmaster goes from and returns to his quarters the same day, the allowance is to be half the above daily rates, provided in the latter case that he shall have been necessarily absent from his quarters or fixed place of residence for a period exceeding ten hours.

31. When the schoolmaster is removed from one station to another, and the journey can be completed the same day (the distance not being less than ten miles), half the daily rate is to be allowed.

32. A schoolmaster transferred from one station to another without troops will be allowed the actual expense for conveyance of his wife (not being a schoolmistress), provided the cost does not exceed 1*d.* a mile.

* Ante and post.

33. When a schoolmaster is ordered to proceed to or from a foreign station without troops, he, with his wife and family, is entitled to an intermediate or second class passage at the public expense; and when proceeding with troops, to suitable berths, under such arrangements as the Lords of Admiralty may from time to time sanction. When so accommodated, and when provisioned on board, he is subject to deduction for rations at the rate of 1s. per diem. for himself, 4*d.* a day for his wife, and 2*d.* a day for each child. Where circumstances do not permit of such special accommodation, he is subject only to the usual deduction of 6*d.* per diem for rations. Passage of Schoolmaster's Wife and Famil

34. Free rations are allowed to the wives and families of trained schoolmasters married with leave and serving abroad. Free Ratio abroad.

35. Schoolmasters when moving with troops are entitled to conveyance of three cwt. of baggage, the cost to be defrayed by an addition to the regimental rate of 1½*d.* per mile for each schoolmaster; when transferred from one station to another by land, they are entitled to charge for the weight of baggage specified in the following schedule:— Baggage.

SCHEDULE of the WEIGHTS of BAGGAGE allowed to be conveyed at the Public Expense by Land. Charges to be supported by Voucher, showing the actual Quantities and Rates per Cwt. by Goods Train.

	Limit of Weight allowed.	To be so packed, as not to exceed in Measurement.
	cwt.	cubic ft.
Married Schoolmaster when travelling without Troops, if accompanied by his Wife, ...	10	50
Ditto ditto, if not so accompanied, ...	6	30
Unmarried Schoolmaster when travelling without Troops,	4	20

When travelling by sea, the same weight of baggage will be allowed.

Note.—These quantities to include professional books. School materials will be conveyed as regimental baggage.

36. Schoolmasters are to be provided with clothing in conformity with the regulations which may from time to time be in force, and according to approved patterns, which are not to be deviated from. They are on no account to appear out of uniform. Clothing.

37. They are to salute officers whom they know to be such, whether dressed in uniform or not. Salute.

38. Applications for permission to marry are to be accompanied by the opinion of the commanding officer as to the character and respectability of the person to whom the schoolmaster is desirous of being married. Marriage.

Upon foreign stations the application is, in like manner, to be forwarded to the general or other officer commanding, who, if he thinks proper, will sanction the marriage, reporting the same to the Adjutant General.

39. Schoolmasters are prohibited from engaging in private tuition. Private Tuition.

40. On the appointment of a trained schoolmaster to a regiment, a certified copy of his attestation is to be transmitted to the officer commanding the depôt of such regiment, and his service in the regiment is to be recorded on the third page, dispensing with the usual regimental number. Attestatio of Schoolmaster.

41. On the transfer of a schoolmaster to another regiment, the copy of his attestation, with the record completed to the date of transfer, is to be transmitted to the officer commanding the depôt of the regiment. Attestatio on Transf

Medical Treatment.

42. Schoolmasters requiring medical treatment are to receive it at their own quarters, going into hospital only when the nature of the complaint renders it necessary. They are to be subjected when in hospital to the usual rate of stoppage for non-commissioned officers or soldiers; but when attended in their own quarters, and receiving medicine only from the hospital, they are not to be subject to such stoppage.

Misconduct.

43. When a schoolmaster is placed in arrest, the facts and circumstances of the case are to be reported to the Adjutant General for the information of the Commander in Chief. If abroad, the general officer commanding on the spot is to give such orders on the subject as he may think fit, reporting the particulars of the whole case to the Adjutant General; but no punishment awarded by a court-martial is to be carried into effect until the proceedings have been submitted to the Commander in Chief, except in the East Indies, St. Helena, the Cape of Good Hope, and stations to the eastward of it.

Communications from Schoolmaster.

44. All official communications from the schoolmaster are to be made to his commanding officer, who will report thereon, should he deem it necessary to refer them to the Adjutant General. Written communications, however, from the schoolmaster to the commanding officer are, as much as possible, to be avoided.

Servants and School Orderlies.

45. A permanent orderly is to be told off to keep the schoolroom and schoolmaster's quarters clean, and to prepare, if necessary, the schoolmaster's meals. The orderly is to receive for this duty one shilling a week.

Superintending schoolmasters will receive an allowance of 1*s.* a day in lieu of a servant.

Soldiers to be trained for Acting and Detachment Schoolmasters.

46. With a view to provide a qualified soldier to act in case of need as schoolmaster to the regiment or any detachment, the schoolmaster is to train, in anticipation, one or more men of the regiment in such manner as to secure at least one man competent and available for this duty. The number of men competent to take charge of a detachment school is to be stated in the monthly school report.

Acting Schoolmasters.

47. Acting schoolmasters appointed to regiments by the authority of the Commander in Chief, in the absence of trained schoolmasters, are allowed, in addition to their regimental pay, 1*s.* a day when the number of adults attending school does not exceed 50; 1*s.* 3*d.* a day when the number is over 50 and does not exceed 100; and 1*s.* 6*d.* a day when the number exceeds 100.

Acting schoolmasters for the Royal Artillery and Royal Engineers will be paid at the following rates:—

	Per Diem.
At Stations where there is one battery or company, .	0*s.* 6*d.*
At Stations where there are more than one, and not more than three batteries or companies, ...	1 0
At Stations where there are more than three batteries or companies, ...	1 6

No special allowances of quarters, fuel, or light will be given to acting schoolmasters.

Detachment Schoolmaster.

48. Whenever it is considered necessary to establish detachment schools, 6*d.* a day will be allowed for a master for each school; but previously to the formation of such schools application must be made to Adjutant General, accompanied by a statement of the number of adults and children requiring instruction, and the name of the non-commissioned officer recommended for appointment.

At foreign stations the application must be made to the general or other officer commanding, who is authorized to sanction the same, subject to the approval of the Commander in Chief.

49. Whenever a trained schoolmaster or schoolmistress embarks with troops for long voyages, the commanding officer will make the best arrangements in his power for opening a school for adults and children, for which purpose a supply of school materials should be provided. Should there be no trained schoolmaster or schoolmistress on board, the commanding officer may select any qualified non-commissioned officer to act as schoolmaster, to whom 6*d.* a day will be allowed from the date of embarkation. Should there be young children enough for a separate school, an acting schoolmistress may be appointed at the same rate. Schools o board Sh

50. An allowance of 3*d.* a day is to be paid to such number of soldiers, selected by the commanding officer to assist the schoolmaster, as may be found necessary, under the following restrictions:— Soldier A sistants, B of Allowa to, and Nu ber allow

51. When a trained schoolmaster is attached as assistant to the regiment or garrison,

One Soldier Assistant when the numbers of adults and grown children attending the school reach					120
Two	do.	,,	,,		180
Three	do.	,,	,,		230

And one additional for every additional 50 men.

When there is no trained assistant,

One Soldier Assistant when the numbers reach					60
Two	do.	,,	,,		100
Three	do.	,,	,,		140

And one additional Soldier Assistant for every additional 40 men.

52. The charge for these allowances in the pay list is to be supported by a certificate from the commanding officer of the number of adults actually attending the school during the quarter, showing whether one or more trained assistants are attached to the garrison or regiment, and by the receipts of the men for whom the charge is made.

53. The provisions of the Queen's Regulations and Orders for the Army with respect to attendance at divine service fully apply to army schoolmasters. Sunday Duties.

54. Sunday Schools are left to the management and direction of the chaplains to the forces; but army schoolmasters are required to attend and assist the chaplain of the religious denomination to which they themselves belong, as well as to encourage the attendance of all the children under their instruction at their respective Sunday Schools, with a view to the more specific religious teaching which cannot be conveniently given in the weekly school attendance.

55. Schoolmasters are to accompany the school children of their own religious persuasion to church or other place of worship, and to endeavour on all occasions to promote their religious welfare. Should there be no children of their own religious persuasion, schoolmasters are to fall in in rear of the troops, and accompany those of their own persuasion to church or other place of worship.

56. They are not to be required to attend at any form of Divine worship to which they entertain conscientious objections. The religious denomination of schoolmasters is to be noted on their records of service, and any change is to be immediately reported to the Adjutant General.

57. Under ordinary circumstances a school day is to comprise *six and a half hours' actual attendance* in the forenoon, afternoon, or evening. The hours during which the school is open daily are to be stated in the monthly report. Weekly Duties.

58. The school is to be closed on Saturday afternoon.

SCHOOLMISTRESSES.

59. Schoolmistresses are of three classes; their first appointment is to the third class, and they are afterwards promoted by the Council of Military Education according to their merit and services.

Pay.

60. Their pay is as follows:—

First class Schoolmistress,		£36	per annum.
Second class	,,	£30	,,
Third class	,,	£24	,,

Pension.

61. Trained schoolmistresses may be granted under certain circumstances of long service a retiring pension under the following conditions:—

After twelve years' service, from 9*d.* to 1*s.* a day, according to the responsibility and extent of their duty, with an increase of 1*d.* for every additional year of service up to twenty-four years, whereby a maximum of 2*s.* may be attained.

62. It is to be understood, however, that no schoolmistress shall have an unqualified claim to a pension until she has actually served for a period of twenty-one years; and although intermediate rates are laid down for shorter periods, they will only be granted where failing health disqualifies the schoolmistress for further service. This must be satisfactorily established by a medical board, with a view to the application being specially considered by the Commander in Chief and Secretary of State for War.

Intermediate periods of non-employment will not be allowed to count.

Quarters, Fuel, and Light.

63. Schoolmistresses being wives of trained schoolmasters have no separate claim for fuel, light, or quarters.

64. All other schoolmistresses are entitled to quarters, with one room's fuel and light, or to the combined allowance in lieu thereof, provided that, if married, their husbands are not already, by virtue of some staff situation, in receipt of quarters, fuel, and light.

65. In cases where the husband is in receipt of a less amount than one room's allowance, it may be made up to that amount.

66. Unmarried schoolmistresses, or schoolmistresses whose husbands are on service at another station, are not to be required to reside within the barracks; they will be entitled to the commuted allowance in lieu of quarters, fuel, and light chargeable quarterly on War Office Form 1097, the commanding officer certifying that the claimant was actually present and doing duty, and that she was during the period claimed a spinster or widow, or separated from her husband by the service, as the case may be; the barrack-master certifying that she was not provided with accommodation or fuel or light in kind. Lodging money also is admissible during the authorized vacations, when such schoolmistresses are certified not to have been provided as above.

Marching Allowance.

67. Schoolmistresses not being wives of trained schoolmasters, or, if wives of trained schoolmasters, not travelling with their husbands, are entitled when moving with troops to marching allowance at the rate of 2*s.* 6*d.* a day; and when transferred from one station to another, and not moving with troops, to a personal allowance of 3*s.* 6*d.* a day, according to the rules by which these allowances are granted to schoolmasters.

68. Half these rates of marching and personal allowance are granted to schoolmistresses being the wives of trained schoolmasters and travelling with their husbands.

Bagga-

Schoolmistresses when moving with troops are entitled to conveyance of baggage, the cost to be defrayed by an addition to the regimental *d.* per mile for each schoolmistress; when transferred from one sta- other by land, they will be allowed to charge for the weight of ecified in the following schedule:—

Baggage.

	Limit of Weight allowed.	To be so packed as not to exceed in Measurement.
	cwt.	cubic ft.
Unmarried Schoolmistresses, ...	4	20
Married Schoolmistresses whose husbands are not Trained Schoolmasters, ...	6	30
Schoolmistresses being the wives of Trained Schoolmasters, *but not travelling with them*, or whose allowance is not included in that of their husbands,	6	30

When travelling by sea, they will be allowed the same weight of baggage.

70. Trained schoolmistresses, widows or unmarried, when proceeding to or from a foreign station without troops will be entitled to an intermediate or second class passage; and when proceeding with troops, to a suitable separate berth, subject to a deduction of 4*d.* a day for rations when provisioned at the public expense; and in the case of widows, to second class passages for their children, subject to a deduction of 2*d.* a day for each child for rations.

71. Persons between the ages of twenty-one and thirty years holding certificates of proficiency under the Committee of Council on Education are eligible for the appointment of third class army schoolmistress, without further examination. First Appointment.

72. Persons between the ages of twenty-one and thirty years who have been employed as teachers in army schools, and who can pass a satisfactory examination in the under-mentioned subjects, are eligible to be sent to one of the institutions named in the margin,* there to be trained at the public expense in the art of teaching.

Reading.
Writing in large, round, and small hand.
Writing from dictation.
Outlines of English Grammar.
The first four rules of Arithmetic, simple and compound, Reduction, Proportion, and Practice.
Sacred History.
English History and Geography.
General Geography—viz., the continents, the principal states, chief cities, principal mountains, lakes, rivers, oceans, and seas.
Needlework—Cutting out and making children's dresses, knitting, marking, and darning.

If a candidate has a taste and an ear for music, and can sing, it is regarded as an important qualification.

73. The period of training at the Home and Colonial Training Institution is one year for unmarried, and six months for married women and widows; at the other institutions the period is six months for all. Training.

On being reported qualified they are eligible for appointments as third class army schoolmistresses.

* London—1. Home and Colonial Training Institution; 2. Wesleyan Training Institution. Dublin—National Society Training Institution. Edinburgh—National Training Institution. Glasgow—Free Church Training Institution.

Pupil Teachers.

74. Young women between the ages of seventeen and twenty-one are appointed by the Council of Military Education as pupil teachers to assist in the management of infant and industrial schools; their pay is as follows:—

First year,	£6 per annum.
Second ,,	9 ,,
Third ,,	12 ,,
Fourth ,,	15 ,,
Fifth ,, and afterwards,	18 ,,

Assistant Schoolmistresses.

75. Wives of non-commissioned officers are appointed assistant schoolmistresses by the Council of Military Education.

Pay.

76. The pay of assistant schoolmistresses is the same as that of pupil teachers.

77. The assistant schoolmistresses and pupil teachers, if of the required age, are eligible for admission to training institutions; but if considered by the Council of Military Education to be equal to trained schoolmistresses in regard to education and skill in teaching, they may be appointed to the third class of army schoolmistresses without further training.

Number of Teachers Allowed to Schools.

78. One pupil teacher or one assistant schoolmistress may be appointed by the Council of Military Education to assist in the infant and industrial schools of regiments, cavalry depôts, depôt battalions, and garrisons, whenever the number of children attending these schools exceeds fifty.

Acting Schoolmistresses.

79. When a trained schoolmistress is not available for appointment to a regiment, an acting schoolmistress will be temporarily appointed by the Council of Military Education, with pay at the rate of £18 per annum, without other allowances.

Detachment Schoolmistresses.

80. Schoolmistresses may also be appointed to detachments, at the discretion of the Council of Military Education, with pay varying from £10 to £18 per annum, without other allowances, according to the number of children requiring instruction, provided that the latter cannot attend any regimental or garrison school.

Monitresses.

81. Girls of thirteen years of age who have been educated in army schools are eligible as monitresses; but they are not allowed to fill the situation after attaining the age of seventeen years.

Pay.

82. Their pay is £4 per annum.

83. They are appointed by the Council of Military Education when the number of children attending the infant and industrial schools exceeds twenty-five; and for every additional twenty-five another additional monitress may be appointed, except where an assistant schoolmistress or pupil teacher is appointed.

84. They are to be taught by the schoolmaster an hour and a half daily with the other children; and the schoolmistress is to require that they practise sewing at home in the evening.

85. Special reports upon the qualifications of the assistant schoolmistresses, pupil teachers, and monitresses (addressed to the Council of Military Education) are to be made by the assistant and local inspectors, and by superintending schoolmasters, after each inspection of the schools.

Marriage.

86. Schoolmistresses wishing to marry must apply for permission, through their commanding officer, to the Council of Military Education.

Leave of Absence.

87. The ordinary leave of absence to be granted to schoolmistresses, without forfeiture of pay, is not to exceed six weeks in one year, including the summer and winter holidays. The claims of those on foreign stations who have leave to return to England will be specially considered.

88. In the event of illness, duly certified by an army medical officer, a schoolmistress serving at home may be granted leave of absence from her duties for three months in any one year without forfeiting her pay, application being made in accordance with Article 139; but should her state of health render further absence necessary, she is to be placed on the list of unemployed schoolmistresses, from which date her pay will cease. The cases of schoolmistresses serving abroad will be specially considered. Sick Leave.

89. When a schoolmistress is placed on the "Unemployed List," her vacancy is to be immediately filled up; but should she return to duty within the period of two years, she is to be considered as a supernumerary until a vacancy occurs, when she is to be placed on the list in the same position that she held prior to her being unemployed. Unemployed List.

90. The appointment of an acting schoolmistress will be considered by the Secretary of State whenever a schoolmistress shall be absent from her duties for a longer period than six weeks.

91. Schoolmistresses who, in consequence of marrying or of any other causes, may decline to be transferred to stations where their services are required, will be placed on the unemployed list, their pay being stopped when their services cease to be given.

92. Any schoolmistress who may remain unemployed for a period of two years is to be removed altogether from the list of army schoolmistresses, and to lose all claim for further employment.

93. The Sunday duties of schoolmistresses are similar to those laid down (paragraphs 54 to 56) for schoolmasters. Sunday Duties.

SCHOOLS.

94. The school is to be opened by the master at 9 A.M. with the Lord's Prayer, with or without the addition of one or more Collects from the Book of Common Prayer, or with one of the forms of prayer which may be expressly authorized for this purpose. Prayers.

95. He is to proceed to give a collective Bible lesson, or to read and explain a short passage of Holy Scripture taken from the authorized or the Douay version. Bible Lesson.

96. Schoolmasters, if Protestants, are to follow the directions of the chaplain of the forces as to the course of Bible lessons to be given during each week.

97. The attendance of adults at this instruction is to be entirely voluntary.

98. The parents of children who are not of the same religious persuasion as the schoolmaster are to be at liberty to send their children to school at the hour for commencing general instruction—viz., 9.30 A.M.—and not at the hour for opening school, so that there may be no impediment to religious instruction being extended to such adults and children as are desirous of receiving it. General Opening.

99. The hours for opening and closing the schools abroad will be fixed by the officer commanding at the station, with reference to the climate, and provided the spirit of the regulations be maintained.

100. The same principle is to apply to infant schools.

101. On two days in each week, of which Saturday is not to be one, an hour is to be set apart for specific religious instruction, under clerical direction—viz., from nine to ten A.M., or from eleven A.M. to twelve, as the commanding officer may order—when the officiating chaplains to the forces, the Roman Catholic clergy, and the ministers of any denomination belonging to places of worship to which the troops are marched on Sunday, are to be at liberty to attend, and to form separate classes of adults or children of their own. Religious Instruction.

eligious nstruction.

respective persuasions, on a general notice given previously to the commanding officer of the regiment or station, who will direct on what days and in what places their respective classes shall be assembled. The schoolmasters, schoolmistresses, pupil teachers, and monitresses are invariably to attend, and they are to assist the clergymen of their respective persuasions.

102. The time for religious instruction abroad will be fixed by the officer commanding the troops at the station at the first or last hour of the morning attendance.

103. No secular instruction, whether literary or industrial, is to be carried on in the same room during its employment for the purpose of religious instruction; and no religious instruction is to be given by the chaplain or other clergyman except on Sundays, and at the times fixed by the commanding officer of the station, in conformity with the foregoing regulations.

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104. All non-commissioned officers, drummers, and privates are admitted gratuitously.

105. The children of non-commissioned officers and soldiers are admitted at the following rates of payment:—

(1.) Twopence per month for one child only.

(2.) Three halfpence per month for each child if two of the same family attend.

(3.) One penny per month for each child if three or more children of the same family attended.

106. The children of all soldiers serving abroad who have been precluded from accompanying their fathers are to be admitted gratuitously.

107. The children of barrack serjeants, of wardens and servants of military prisons, of deceased soldiers, and of militia staff, of pensioners or discharged soldiers in regimental or garrison employment at the station where a school is established, may attend on payment of the same fees as are charged for the children of non-commissioned officers and men.

108. Children of pensioners not in regimental or garrison employment at the garrison or station, of coast guardsmen, of canteen keepers, of contractors' foremen and labourers, of officers' private servants, and of others employed in the garrison or on duties connected therewith, may, at the discretion of the commanding officer, be admitted to the schools on payment of 3*d.* a week for each child.

109. Children of persons not connected with the army, nor employed as in the preceding article, are only to be admitted in special cases, with the approval of the Commander in Chief, obtained through the Council of Military Education, and on payment of 5*s.* a month for each child.

110. The children of regimental or garrison officers may attend the schools, and join the classes with the other children, paying the following rates; but no distinction is to be made between these children and the others attending the school:—

	Per Month.	
One child,	5*s.*	0*d.*
Two children of the same family,	7	6
Three ,, ,,	10	0
Four ,, ,,	12	6

111. All fees are to be credited to the public, and to be shown in the monthly return. Any part of a month is to be paid for as a whole month, and any part of a week as a whole week; and those only who have attended during the month are to appear in the monthly school report as on the school books for that month, and in the return of payments rendered quarterly to the paymaster on War Office Form No. 369.

ıe schoolmaster is to keep a register of all persons attending the grown children's schools, together with a daily register of attend- ch he is to submit weekly, or oftener, if necessary, to the com- ›fficer's inspection.

Register of Attendance

.e schoolmaster is to submit to the commanding officer monthly eturns, in duplicate, of the children of the corps under his com- ınding the school, showing the sum to be paid for each; the dupli- n to be transmitted (if approved by the commanding officer) to the ', in order that he may make the necessary charges in the accounts ›ps or companies to which they respectively belong.

Nominal Return of Payments.

ould there be children belonging to any other corps attending the e schoolmaster is in like manner to forward to the commanding that corps a return, in duplicate, approved by his commanding ›wing their names and the charge against each on account of school a; furnishing at the same time to the paymaster of his own corps ındum of the gross amount so charged. The amount is to be ver to the paymaster of the corps to which the schoolmaster is and by him credited to the public.

.e schoolmaster is to receive the fees payable for the grown chil- l the schoolmistress is to receive those payable for the infant ›f persons who have special permission to send them to army These fees are to be collected monthly, in advance, from those who ıonthly rate; and weekly, in advance, from those who pay at a te. The schoolmistress is to hand over the money thus received to master, and to take a receipt for the same. The schoolmaster is to eturn, in duplicate, to the commanding officer, showing the names ı children attending school, the rank or situation of the parents, ım received in advance on account of each child. The duplicate ›e transmitted (when approved) to the paymaster, who will then re- the schoolmaster the sum stated, and credit the same to the public. the case of non-regimental schools the schoolmaster is to observe ules as above; and the sums are to be received and credited to the such local paymaster as the officer commanding at the station or ary of State for War may direct.

Collection c the Fees.

: the 31st March, 30th June, 30th September, and 31st December ear, the schoolmaster is to submit to his commanding officer a return, in duplicate, on War Office Form No. 369, showing the hich has been received and credited to the public, and stating the ' children who have attended the schools during the quarter, tak- ›t to include the same individual more than once. These returns ›ertified by the commanding officer; one of them is to be delivered 'master, and the other is to be forwarded to the Council of Mili- ation for transmission to the Secretary of State for War.

Quarterly Return of Payments.

, the first of each month the schoolmaster is to submit, in dupli- is commanding officer a report on War Office Form 367, filling up n of remarks with such observations as he may deem necessary. :t is to be countersigned by the commanding officer, who will ne copy to the assistant inspector of army schools in the district, to the Council of Military Education, with any remarks that he to make, according to the directions contained on the fourth page ›rt.

Monthly Report.

e schoolmaster is also to prepare a half-yearly return of education ffice Form No. 370, which is to be forwarded in duplicate by the ng officer to the Adjutant General on the 31st March and 30th

Half-Yearly Report.

School Accommodation.

120. Should the schoolroom not afford means of effectively carrying out the prescribed system of instruction, the commanding officer is to represent the same to the officer commanding at the station or garrison, giving full particulars of the dimensions of the school, the defects thereof, and the manner in which they may be remedied, in order that the same may be reported to the quarter-master general.

Fuel and Light for the School.

121. If, in consequence of the number of men attending the school, the supply of fuel and light be insufficient, a representation to this effect is to be made by the commanding officer, through the proper channel, to the quarter-master general, stating the dimensions of the schoolroom, the number of men attending, the quantity of coals and candles or lamps supplied, the number of lights the latter afford, and the increased quantity which it is deemed absolutely necessary, and whether means exist for supplying the school with gas.

Where moderator or other lamps are required, special application for the same is to be made to the quarter-master general.

Books, &c., Supply of.

122. Such books and materials as may be required for the use of schools (except for regiments in India), and small quantities of stationery for the use of the schoolmaster, will be supplied upon transmission of a requisition in duplicate on War Office Forms 372 and 760 to the Council of Military Education. These requisitions should be carefully prepared. (*See* Appendix, Circular 760.)

No books or materials will be supplied that are not applied for in the precise terms by which they are designated in the authorized list.

Blank Forms.

123. Blank forms for the use of the school are to be separately applied for by the commanding officer in his periodical requisition on the War Office Forms Nos. 406 and 407.

Care of School Property.

124. Commanding officers are to exercise such control over the expenditure as will prevent any unnecessary waste, loss, or damage. They are to hold the schoolmaster accountable for the same, and to require any person through whose wilfulness or neglect school property may have become damaged, lost, or destroyed to pay for the same, the amount being recovered by the paymaster from non-commissioned officers and men, and by such means as the commanding officer may direct from the parents of children not belonging to the regiment or battalion. On default of payment, the children are to be removed from the school.

Transfer of School Property.

125. On all occasions of a schoolmaster being relieved, the commanding officer is to cause a board of officers to inspect the whole of the school books and material in charge, comparing the same with an inventory prepared and signed by the schoolmaster, which inventory is to be delivered with the school property to the schoolmaster who succeeds. Similar arrangements are to be made on the relief of a schoolmistress.

Repairs.

126. Quarterly returns on War Office Form 403 are to be transmitted, in duplicate, by the paymaster to the War Office, through the Council of Military Education, showing the estimated cost of any repairs required to the school property, as well as the amount which has been received and credited to the public on account of wilful damages.

Conveyance.

127. Any expense incurred for the conveyance of school property, not being personal baggage, from one station to another, is to be defrayed out of the commuted rates granted by the War Office Regulations for the carriage of regimental baggage. Black boards and easels, inkstands, maps, slates, are to remain at the station, and not be moved with regiments or corps.

Inspection of Detachment Schools.

128. Should a commanding officer consider it desirable that the schoolmaster should visit a detachment school, application is to be made to the

Adjutant General, accompanied by a statement of the grounds on which such visit is recommended. Inspection Detachment Schools.

129. In every regiment and depôt battalion an infant school is to be established, of which the schoolmistress is to have sole charge, for the purpose of affording instruction to the younger children of both sexes. Infant Schools.

130. The rules laid down for the opening of the adult and grown children's schools at 9 A.M. with prayer and a Bible lesson are to be observed in regard to the infant schools, the schoolmistress here performing similar duties to those laid down for the schoolmaster. (*See* paragraphs 94, &c.) Opening School, Prayers, and Bible Lesson.

131. Children attending the infant school are to receive general instruction in a room apart from the ordinary schoolroom from 9·30 to 12 o'clock every morning, until they are able to read words of two syllables at least; but no boys will be allowed to remain in the infant school after attaining the age of eight years. Hours of Attendance.

132. A school of industrial occupation, under charge of the schoolmistress, is to be held in the infant schoolroom between the hours of two and four P.M., daily. In this school the elder girls and the children belonging to the infant school are to be instructed in knitting, darning, sewing, and needlework generally. Industrial Schools.

133. For the encouragement and in aid of the expenses of industrial schools, a capitation grant of 5s. per annum on each pupil is made on submission of a requisition, War Office Form 1050. The money thus obtained is to be laid out in the purchase of materials; and the articles made up (which are not to include any fancy-work) are to be distributed, under the authority of the commanding officer, and in such proportion as he may deem proper, as rewards for good conduct and skill amongst the children, at the commencement of the summer and winter vacations.

The amount applied for is to be calculated upon the average number of children who attended the industrial school during the preceding year.

134. The requisition is to contain a statement of the amount of the pecuniary grant last received, of the articles made up from its provision, and of the mode in which those articles were disposed of; it is to be signed by the schoolmistress and schoolmaster, and when approved and signed by the commanding officer, is to be forwarded to the Council of Military Education in sufficient time for the grant to be received on the 1st April in each year.

Should the requisition be approved, the paymaster will be authorized to charge the expense to the public, on being furnished with receipted bills for the amount.

135. It is not intended that all material used or made up by the children under the instruction of the schoolmistress shall be supplied by the public; it is the duty of the schoolmistress to encourage the children to bring material of their own to the schools, and to direct and assist them in cutting out and making up articles of clothing for themselves or their parents. One attendance in the week is to be devoted to darning and otherwise mending clothes. Admission and Fees.

136. The rules laid down for admission and for fees are the same as those for the grown children's schools; but payment for one school admits to both. These fees, as well as those for children specially permitted to attend, are to be collected by the schoolmistress, and to be made over by her to the schoolmaster, who is to give a receipt for the same. Register of Attendance.

137. The schoolmistress is to keep a register of all the children attending the school, together with a daily register of attendance, which she is to submit weekly, or oftener, if necessary, for the commanding officer's inspection. Inspection by Schoolmaster.

138. The schoolmaster is to examine the infant school when required to

Inspection by Schoolmaster.

do so by the commanding officer, to whom he will, after his examination, report thereon: but he is not to exercise any control or authority over the schoolmistress and her assistants.

MISCELLANEOUS.

Holidays and Leave of Absence.

139. The schools are to be closed for three weeks, from about the 20th June and 20th December in each year, for the summer and winter holidays; during these periods commanding officers may grant leave of absence to the schoolmasters, schoolmistresses, and their assistants; but at no other time is leave to be granted to the schoolmaster or schoolmistress, except on urgent grounds, and then only with the sanction of the Commander in Chief, if at home, or of the general or other officer commanding, if abroad.

140. The monthly reports for June and December are to be made up to the date on which the holidays commence.

Inspection.

141 The assistant and local inspectors of schools will make a minute inspection of each school at least once in each year. They are to give due notice to the commanding officer of their intended visit, and to furnish him with an abstract of their report to the Council of Military Education on the result of the inspection. The Commander in Chief requires commanding officers and others to afford the inspectors every facility for the complete performance of this duty.

Correspondence.

142. All recommendations for the training of soldiers at the schools of the Royal Military Asylum at Chelsea, and all communications relating to the promotion, transfer, furloughs, and discharge of trained schoolmasters, and, generally, all questions affecting their discipline, are to be addressed to the Adjutant General of the forces, who will, after conferring with the Council of Military Education, notify the Commander in Chief's orders thereon.

143. Correspondence regarding the school regulations, the periodical returns and reports of the schools, the appointment, the training, &c., of schoolmistresses, the supply of apparatus for the illustration of lectures for the entertainment and instruction of the troops, are to be addressed to the Secretary to the Council of Military Education.

REGULATIONS FOR THE APPOINTMENT OF ARMY SCHOOLMASTERS.

Appointment of Schoolmasters.

1. Candidates for the situation of army schoolmaster must undergo a course of training in the schools of the Royal Military Asylum, Chelsea.

2. The following persons are eligible to become candidates, viz.:—

Serjeants of the regular army; corporals and privates, also of the regular army, who are in possession of at least one good-conduct badge; civilian pupil teachers who have completed their apprenticeship; certificated schoolmasters.

3. Candidates must be in good health, free from any defect of vision or voice, and from any physical deformity; they must be between twenty-one and twenty-five years of age on the day of examination; not under five feet five inches in height, and they must be unmarried.

4. The physical fitness of candidates is ascertained by an army medical officer.

Their admission to the schools is determined by the result of a competitive examination.

5. The examination comprises the following subjects:—

Reading, . . .	To which, however, no marks are allotted.
Writing, . . .	Marks are assigned to the writing and
Spelling, . . .	spelling in the answers to the questions.

English Grammar—Accidence and elementary syntax.

Arithmetic—Elementary rules, practice, simple and compound proportion, simple interest, vulgar and decimal fractions, and extraction of the square root. Appointment of Schoolmasters.

Geometry—Euclid, Books 1 and 2.

Scripture History.—Outlines of historical facts of the Bible.

History of England—From earliest period to death of Richard III.

Geography—An outline of the geography of the world, and special knowledge of the geography of the United Kingdom, France, and Germany.

6. Candidates, if soldiers, must apply, through their commanding officers, to the Adjutant General; if civilians, to the Council of Military Education; in both cases forwarding, with their application, the following certificates or statements:—

Certificate of age.
Statement of height.
Statement that they are unmarried.
Statement of religious denomination.
Certificate of conduct.

If the candidate is a soldier, the certificate of conduct is to be accompanied by a statement of his services, and a recommendation from his commanding officer.

If the candidate is a civilian, his certificate of conduct is to be signed by the minister of the parish or of the congregation of which he is a member, and it must be accompanied by a recommendation from the minister or managers of the school in which he has been employed.

Civilian candidates must forward, in addition to the foregoing, such certificates as they may have received from the Committee of Council on Education.

7. Should the candidate, after furnishing the above particulars, be considered eligible, he will be permitted to attend the examination next ensuing, the date of which will be communicated to him.

8. The examination of civilian candidates takes place at the Royal Military Asylum, Chelsea; but no charge against the public for expenses incurred by them during the examination, or in travelling to or returning home from Chelsea, will be allowed.

9. Candidates from the army will be examined at the stations or districts in which they may be serving.

10. Each civilian candidate, if successful in the competition, will be required to execute a policy with the British Guarantee Association for the sum of £50 (on which he will have to pay a premium of £3), as a guarantee for his good conduct, and for the fulfilment of his engagement to enlist in the army for appointment as schoolmaster; and he will be required to provide himself with the following articles, of the same pattern as those in use at the Royal Military Asylum, viz.:—

Six shirts.	Four towels.
Six pairs of socks.	One pair of boots.
Three pocket handkerchiefs.	

11. The period of residence at the Royal Military Asylum occupies about two years.

This period, however, may be reduced, should the candidate prove himself possessed of superior qualifications at the entrance examination.

12. Students are liable to removal at any time for incompetency or for want of application to their studies; and to dismissal with forfeiture of bond for misconduct.

Appointment of Schoolmasters.

13. During the period of their residence at the Royal Military Asylum, civilian students are messed and provided with uniform at the expense of the public. Military students receive their regimental clothing and pay, subject to a deduction of 6*d.* a day for their messing; and they will be shown in the regimental returns under the head of "Absent on duty as students at the Royal Military Asylum."

14. On completing their course of training as students they will, upon being reported qualified by the Council of Military Education, be appointed army schoolmasters; if civilians, they will be enlisted (without bounty) for general service for the period of ten years; if soldiers, they will be discharged from their regiments and re-enlisted (without bounty) for general service for the period of ten years, reckoning towards their pension as schoolmasters one half of their service prior to admission to the Royal Military Asylum. No portion of the time spent by them at the Royal Military Asylum counts towards pension.

15. Army schoolmasters rank as non-commissioned officers next below serjeant majors.

16. Their pay is as follows; with quarters and fuel, or allowance in lieu:

On first appointment, ...	3*s.* 0*d.*	per diem.
After 2 years' service, ...	3 6	,,
,, 4 ,, ...	4 0	,,
,, 6 ,, ...	4 6	,,
,, 8 ,, ...	5 0	,,
,, 10 ,, ...	5 6	,,
,, 12 ,, ...	6 0	,,
,, 14 ,, ...	6 6	,,

The above periodical increase is contingent on the good conduct of schoolmasters, and their success in the management of their schools.

17. Superintending schoolmasters are selected from the army schoolmasters for merit and service. They receive commissions as officers, with the relative rank of ensign. Their pay varies from 7*s.* to 8*s.* a day according to service, with quarters or allowance in lieu thereof; and with an allowance of 1*s.* a day in lieu of a soldier servant.

18. Schoolmasters are subject to the Mutiny Act and the rules and discipline of the service.

19. Schoolmasters, after twenty-one years' service, calculated according to the regulations, are entitled to a pension of 2*s.* 6*d.* or 3*s.* per diem.

20. Superintending schoolmasters may, with the sanction of the Commander in Chief and the Secretary of State for War, be permitted to retire after an aggregate service of thirty years, calculated in conformity with the regulations, on an allowance of 7*s.* 6*d.* or 8*s.* per diem.

21. The widows of superintending schoolmasters will be eligible for pensions, and their children for an allowance from the compassionate fund, under the regulations applicable to officers of corresponding rank.—A.

D. GREENTREE, *Capt., Secretary.*

Office of the Council of Military Education,
13 Great George Street, S.W., 15th April, 1863.

H. G. Circ. Mem., 275. AT HOME AND ABROAD. *5th Oct.*, 1863.

Army Schoolmasters.

QUESTIONS having arisen on certain points relative to the pay and position of army schoolmasters who may wish to be placed under the regulations of the 25th May, 1863, the following decisions of the Secretary of State for War, in concurrence with his Royal Highness the Field Marshal

Commanding in Chief, are hereby notified for general information and guidance:— Army Schoolmasters.

1. Schoolmasters of less than four years' service who are desirous of accepting the new regulations will not be required to relinquish any portion of their present pay of 4*s.* a day; but they will not be allowed any increase to their pay until they have served six years, when they will, if duly recommended, be entitled under those regulations to receive an increase of 6*d.* a day.

2. Other schoolmasters on accepting the new regulations as to pay and promotion will draw the pay corresponding to their service as laid down in Article 4 of the regulations, provided they are duly recommended for the same, as required in that article.

3. A second class schoolmaster who may accept the new regulations will not receive the additional 1*s.* a day after re-engagement, nor any increase to his pay until he has completed twelve years' service as schoolmaster, when, if recommended by the Council of Military Education, his pay will be increased from 5*s.* 6*d.* to 6*s.* per diem.

4. The periodical increase of pay is not to be considered in the light of good-conduct pay, which, under certain circumstances, may be forfeited. It becomes, on the contrary, an integral part of the schoolmaster's salary.

5. A schoolmaster who remains under the old regulations will, if re-engaged, be entitled to receive the additional 1*s.* per diem granted by those regulations to schoolmasters after completing ten years' schoolmaster's service.

6. In respect to promotion of those schoolmasters who remain under the old regulations, the present proportions between the different classes will be, as far as possible, maintained.

Should, however, those proportions be disarranged by a large number in any class accepting the new regulations, promotions from that class will be granted in the proportion which its numbers thus reduced bear to its present strength, provided there remain in it schoolmasters of sufficient experience and efficiency to justify such promotion.

Thus, if one-half of any class remain under the old system, promotion will be granted to it for one-half of the vacancies that may occur in the higher classes, provided the above conditions be fulfilled.

This method will be continued until the original proportion between the several classes is regained.

7. As regards comparative rank, a schoolmaster of the second class will take precedence over all army schoolmasters under the new regulations who have shorter service.

Where a schoolmaster who retains the position of a second class, and an army schoolmaster who, having been passed over, may have since come under the new regulations, and who may have greater length of service, are engaged in the same schoolroom, a special reference will be made to the Adjutant General as to which schoolmaster shall take precedence. Should an immediate decision be requisite, the officer commanding at the station will exercise his discretion pending such reference, which is to contain the fullest particulars of the case submitted for consideration.

Where a schoolmaster of the third class and an army schoolmaster under the new regulations are engaged in the same schoolroom, they will take precedence according to the date of their appointment as schoolmasters.

The time allowed for the acceptance of the new regulations is extended until the 31st March next.—R.

By Command. JAMES YORKE SCARLETT, Adj. Gen.

W. O. Circ., 840. HOME AND FOREIGN. *29th Oct.*, 1863.

vised gulations.

IN circulating the annexed revise* of the Army School Regulations, which is accompanied by an index and a copy of Horse Guards Circular Memorandum,* 5th October, 1863, attention is drawn to Articles 21, 23, 35, 43, 69, 101, and 125, which have been altered, and are now printed as approved by His Royal Highness the Field Marshal Commanding in Chief and the Secretary of State for War.—A. EDWARD LUGARD.

H. G. Circ. Mem., 287. AT HOME AND ABROAD. *12th March*, 1864.

ansfer of hool- asters.

1. SEVERAL instances having occurred in which the attestations of schoolmasters have been retained for a considerable time after the men have been moved to another regiment or station, His Royal Highness the Field Marshal Commanding in Chief reminds commanding officers that the same transfer documents are to be furnished with schoolmasters as with all other soldiers.

2. The *Attestations*, duly completed to the date of transfer, should be sent through the Council of Military Education, in order that the necessary additions may be made to the copies kept in that office.

3. Should the prescribed documents not come to hand in due course, the directions contained in paragraph 5, page 176, of the Queen's Regulations, are to be acted up to.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

TRANSFER DOCUMENTS.

Original No. 1 Report.	Medical History Sheets.
Attestation.†	Savings Bank Transfer Documents, if any.
Register Sheet.†	Clothing Returns (Appendix, No. 22, Clothing Warrant).
Regimental and Company Defaulter Sheets, if any.	T.
Court-Martial Sheets, if any.	

H. G. Circ. Mem., 300. AT HOME AND ABROAD. *28th May*, 1864.

hool- asters' ts, &c.

A CASE having been recently brought to the notice of the Field Marshal Commanding in Chief, in which a regimental schoolmaster died in debt to the public, the sale of the man's effects producing 12*s.* 9*d.* only, and the books with which he was furnished at the Normal School being entirely missing, His Royal Highness desires that in future the kits, books, &c., of schoolmasters may be inspected once a quarter by the adjutants of the regiments to which they are attached.

Lists of the articles composing the kits of schoolmasters, and of the books supplied to them on leaving the Royal Military Asylum, will be furnished by the commandant of that establishment to the Council of Military Education, and be transmitted to the corps to which they may be posted; and care is to be taken that their books, &c. (due allowance being made for fair wear) are, as well as their necessaries, kept up at their own expense.—K.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

* See *ante*.

† Except in those cases in which schoolmasters are posted to a garrison or station (when the attestation and record of service must necessarily be in charge of the officer commanding on the spot), these two documents are, in accordance with paragraph 41 of the School Regulations, to be kept at the depôts of regiments, and completed from time to time from the extracts of the Casualty Book furnished every month by the service companies, as directed in paragraph 80, page 394, of Her Majesty's Regulations.

SERVANTS.

W. O. Circ., 193. *23d Dec.*, 1857.

General, Staff, and Regiment Officers.

THE Secretary of State for War has decided, with the concurrence of His Royal Highness the General Commanding in Chief, that no soldier, labourer, or other person paid by this department, shall be employed, as heretofore, by any military or civil officer, except regimental officers serving with their regiments, who, under the provisions of the Queen's Regulations and Orders for the Army, are allowed to have soldier servants to attend them.

2. To such officers, not regimental, as have been allowed the use of soldier servants, a daily allowance of 1*s.* at home and 1*s.* 6*d.* abroad, including rations, will be granted in lieu of each such servant, in the following proportions:—

To a Lieutenant General, the allowance for three Servants.

To a Major General, for two.

To every other Staff Officer, including the Recruiting Staff and each Staff Chaplain, for one Servant.

To every Civil Officer who is entitled under existing regulation or authority to the use of a Servant, or to Servants' allowance, for one Servant.

3. Servants' allowance will not be given to officers receiving commuted allowance to cover all contingent expenses.

4. Regimental officers of cavalry, artillery, and infantry, will continue to be provided with soldier servants, and consequently will not be entitled to the pecuniary allowance. But as regards officers of the Royal Engineers, who are not allowed to employ sappers as servants, they will continue to receive the pecuniary allowance for one or two servants, according to rank under existing regulations, at the established rates of 1*s.* a day for each servant on home service, and of 1*s.* 6*d.* a day for each servant on foreign service.

5. Officers drawing the allowance for one servant only are to furnish certificates in support of their claims, according to Form No. 1, annexed hereto, and those drawing it for more than one, according to Form No. 2, annexed.

6. The higher rate of 1*s.* 6*d.* a day, applicable to foreign service, will be chargeable on the passage to and from the station in all cases wherein the servant's allowance is chargeable.

7. No officer will be entitled to rations for the servants on account of whom he receives the pecuniary allowance; but at foreign stations rations may be drawn for additional male servants actually kept, not exceeding, in the whole, the number specified in the Royal Warrant, after deducting the servant or servants for whom he receives the commuted allowance.

8. Servants' allowance will not be given to officers ordered home from abroad on reduction, after the expiration of a month from the date of landing in the United Kingdom; and if the officer obtain leave of absence previously to being placed on half pay or retired allowance, it is not to continue beyond two months, in the whole, from the date of disembarkation in the United Kingdom.

9. Officers on sick leave, on the recommendation of a medical board, will receive the allowance for the full period of their absence on such leave, or for such part of the period as they shall continue on full pay.

General, staff, and regimental officers.

10. Officers on leave of absence on private affairs can only be permitted to receive the full allowance for two months of such leave.

11. The servants' allowance, on re-appointment from the non-effective list, in the case of officers of the Royal Engineers, and of the medical, chaplain, commissariat, military store, engineer, and barrack branches, if ordered for foreign service, will commence from the date of embarkation.

12. Staff officers are not to draw the allowance for servants from an earlier date than that on which they assume their staff duties, and, as regards such officers, it will cease on the termination of their duties.

13. The provisions of the black servants' warrant are not affected by this circular.

14. The pecuniary allowance hereby extended to officers on the staff, in lieu of soldier servants, is not to apply to officers of the head-quarter staff in London.

15. The regulations contained in this circular will take effect from 1st January next, or the first day of any subsequent month next ensuing after the receipt of the circular.

16. The date from which the regulations come into operation, under the preceding clause, is to be reported to the accountant general by the officer commanding at the station.—A.

To General and other Officers Commanding at Home and Abroad. B. HAWES.

W. O. Circ., 292. 23*d July*, 1858.

Staff and engineer officers.

THE Secretary of State for War, having had under consideration various complaints of the inconvenience suffered by officers of the general and garrison staff, in consequence of the prohibition to their employment of soldiers as servants contained in Circular No. 193, has, with the concurrence of His Royal Highness the General Commanding in Chief, been pleased to withdraw such prohibition, and to allow in future to such officers soldier servants, under the regulations and restrictions in force previously to the date of that circular.

He has also been pleased to direct that the pecuniary allowance in lieu of servants may be continued to officers of the Royal Engineers, whenever applicable, at the rate of 1*s.* 6*d.* a day, both at home and abroad.

Other staff officers will receive servants' allowance according to the regulations prescribed in the above-mentioned circular.—A.

To the General or other Officer Commanding ——. B. HAWES.

W. O. Circ., 314. 13*th Sept.*, 1858.

Staff officers.

SIR,—I am directed by the Secretary of State for War to inform you that so much of Circular No. 193, dated 23d December, 1857, as relates to officers of the general and garrison staff, has been cancelled, but that the Secretary of State has been pleased to sanction the continuance of the allowance in lieu of soldier servants granted in that circular, under the conditions therein laid down, until the 30th instant, from which date such allowance will be discontinued.—A.

I have, &c. J. R. GODLEY.

To General and other Officers Commanding.

W. O. Circ., 393. 23*d Feb.*, 1859.

SIR,—I have the honour to acquaint you that, with the concurrence of His Royal Highness the General Commanding in Chief, officers of the general

and garrison staff, now precluded by Circular No. 292 from drawing the pecuniary allowance in lieu of soldier servants, may, at their option, retain their soldier servants, or claim the allowance granted in lieu thereof, under the conditions prescribed by Circular No. 193.—A. Staff Officers.

I have, &c. B. HAWES.

To the General or other Officer Commanding.

VICTORIA R. *W. O. Circ.*, 682.

WHEREAS it has been found expedient to revise the regulations under which an allowance is granted for the hire and maintenance of black male servants to officers of the general, garrison, and departmental staff, and to regimental officers of our army serving at stations within the tropics, it is our will and pleasure that, instead of the provisions contained in pages 61, 62, and 63 of our Royal Warrant of the 1st July, 1848, which are hereby cancelled, those contained in this our Royal Warrant, to be administered and interpreted by our Secretary of State for War, shall from the date hereof be adopted. Black Servants, &c.

Number of Servants.

1. The number of black male personal servants and grooms, for the hire and maintenance of whom officers on certain stations within the tropics are entitled to an allowance from government shall be regulated as follows:—

Class.	Rank.	Maximum Number of		
		Personal Servants.	Grooms.	Total.
	GENERAL, GARRISON, AND DEPARTMENTAL STAFF.			
1	General, and Officers ranking as such,	3	4	7
2	Lieut. General do. do.	3	3	6
3	Major General do. do.	2	3	5
4	Brig. General do. do.	2	2	4
5	Colonel do. do.	2	2	4
6	Lieut. Colonel do. do.	1	1	2
7	Major do. do.	1	1	2
8	Captain do. do.	1	1	2
9	Lieutenant do. do.	1	—	1
10	Ensign do. do.	1	—	1
	REGIMENTAL OFFICERS.			
	Field Officer,	1	1	2
	Captain,	1	—	1
	Subaltern,	1	—	1
	Instructor of Musketry,	1	1	2
	Paymaster,	1	—	1
	Adjutant,	1	1	2
	Surgeon Major, or Surgeon,	1	1	2
	Assistant Surgeon,	1	—	1
	Quarter-master,	1	—	1

Allowance only to be drawn for the Number actually kept.

Black Servants, &c.

2. Although the number of grooms specified above has been fixed with reference to the maximum number of horses for which each class or rank of officer may draw forage, the issue of the commuted allowance in lieu of grooms is to be regulated by the number of horses actually and necessarily kept for the performance of the officers' public duty, according to the following scale:—

One groom for one or two horses.	Three grooms for five or six horses.
Two grooms for three or four horses.	Four grooms for seven or eight horses.

If the duties of an officer, for whom no provision is made for a groom, require him to keep a horse, and entitle him to forage at the public expense, such officer may draw the allowance for a groom in addition to that for his personal servant. But in every such case reference should be given on the pay list to the authority under which forage is drawn.

Officers with Brevet Rank.

3. Officers having brevet rank are not entitled to draw this allowance according to the brevet rank, unless they be in the actual discharge of higher duties than those which attach to their regimental or staff commissions, nor unless those duties have been performed for a period exceeding one month.

Officers performing Duty of a Superior Appointment.

4. If, in consequence of the death or temporary absence of an officer from the station, an inferior officer succeed to the duties of a superior commission or appointment, he shall, on making the declaration prescribed by Article 6, be permitted to draw the allowance for the number of black male personal servants and grooms allotted to the superior commission or appointment, whilst he continues to execute its duties, providing the period shall exceed one month, and provided also that the officer thus acting be in the next degree of rank or situation to the dead or absent officer, as, if he be more than one degree below that rank or situation, he shall draw the allowance only according to the rank or situation next above his own.

Allowance at certain Stations.

5. The rate of allowance for each black male servant in the Windward and Leeward Island command, in Jamaica and at Honduras, shall be 1*s.* 6*d.*, and at the stations on the Western Coast of Africa, 1*s.* a day.

When European Soldiers are not to be employed.

6. The object of this allowance being to prevent the employment of European soldiers in hot climates upon any duties not strictly military, officers commanding corps will accordingly be held responsible that European soldiers be not employed in any way as servants: and every officer drawing the said allowance for one personal servant and no groom will sign the declaration in support of his claim according to Form No. 1, annexed hereto. Those drawing it for more than one servant or groom will be required to furnish a declaration according to Form No. 2.

Rations of provisions are not to be issued from the public stores to the black male servants of officers unless their masters be employed in the field against an enemy; and, while rations are so issued, the value thereof, as fixed by the officer commanding on the station, shall be deducted from the allowance granted by this regulation.

This allowance shall not be granted to officers of corps composed wholly of black soldiers, or partly of black soldiers and partly of Europeans,

whether the officers be employed on the staff or not, provided any black soldiers of their corps be present on the same station; and no officer in a corps composed wholly or in part of black soldiers shall be permitted to employ an European soldier as a servant. Black Servants, &c.

Given at our Court at St. James's this twenty-third day of April, 1861, in the twenty-fourth year of our reign.

By Command. HERBERT.

Form of Declaration, No. 1.

I hereby declare, upon honour, that I have not had attending me, in the capacity of a servant, during any part of the period for which I now claim servants' allowance, any soldier or labourer, or any other person employed and paid by the public, and that no ration of provisions has been drawn for the servant for whom the allowance is claimed.

Name, ——.
Dated at ——, this —— day of ——, 186—. Rank, ——.

Form of Declaration, No. 2.

I hereby declare, upon honour, that I have employed the number of personal servants and grooms for whom I claim the allowance above specified, and that no rations have been drawn for them; nor have I had attending me, in the capacity of a servant or groom, during any part of the time, any soldier or labourer, or any other person employed and paid by the public; and I further declare that I have kept for the performance of my public duties the number of horses specified, and have drawn forage for them at the public expense, under the authority of ——. [*To be quoted.*]

Name, ——.
Dated at ——, this —— day of ——, 186—. Rank, ——.

In the case of officers who are allowed to employ soldiers for the care of their horses, the following addition is to be made to Declaration No. 2, viz.: "Except [*here insert the number*] soldier or soldiers employed by me for the care of my horse or horses [as the case may be], and for whom a corresponding deduction has been made from the number of grooms for whom I should otherwise have been entitled to receive the pecuniary allowance.—A. W.

W. O. Circ., 741. HOME AND FOREIGN. *24th Feb.*, 1862.

STAFF officers having the actual rank of brigadiers general will be permitted, from and after the 1st April next, to receive the money allowance in lieu of two servants, provided such officers are not attached to the headquarter staff, and can certify in accordance with the Certificate No. 2, attached to Circular No. 193. Brig. Generals.

This indulgence extends only to brigadiers general in command of brigades, and not to officers holding staff appointments, who may have the relative rank of brigadier general.—A.

To General and other Officers Commanding. B. HAWES.

SICK PAY.

W. O. Circ., 205. *20th Jan.*, 1858.

THE regulations affecting the pay and allowances of artificers and foremen of the War Department sent out from England for service in the Colonies having been under the consideration of the Secretary of State for War: Artificers, &c., sent Abroad.

His Lordship directs that the following instructions be circulated for the information and guidance of all concerned.

When artificers and foremen at a foreign station, who have been sent from England, are reported by the medical officer as unable to attend their call on account of sickness, they may be allowed to draw full pay whilst necessarily absent on account of sickness for a period not exceeding three months.

If at the expiration of that time they are still unable to resume duty, they may be allowed reduced pay for a further period, not exceeding three months, at the rate of

Half-pay for those who have served under twenty years.

Two-thirds pay for those who have served above twenty years.

In the event of a medical board recommending that such artificers and foremen should return to England for the recovery of their health, the above-named rates of pay may be continued to them until the date of their disembarkation, after which they will be allowed half-pay or two-thirds pay, as the case may be, for a period not exceeding three months; and when practicable they will be allowed free medical attendance by military medical officers.

If not able to resume duty at the expiration of three months from date of disembarkation in England, measures will be taken for their superannuation in the usual manner.

Applications are not to be made for medical boards upon artificers and foremen with the view to sending them to England, unless the medical officer can certify that he sees no probability of their recovery on the spot.

It is to be clearly understood that these instructions do not apply to artificers and foremen hired in the colony.—A.

B. HAWES.

W. O. Circ., 349. HOME. *25th Nov.*, 1858.

REGULATIONS affecting sick pay to civil artificers, foremen, labourers, &c., to be substituted for those contained in the "Ordnance Regulations, Home, 1855," Articles 149 to 156, and for Circular 298, which are hereby cancelled. Artificers, &c., at Home.

No pay will be allowed to any master artificer, foreman, artificer, labourer, or other person rated as such, who does not attend his call at the stated period, and perform the work allotted to him, unless he is absent with the special permission of the Secretary of State, or in consequence of sickness, when the following rules are to be observed:—

1. Within three days of the expiration of each month, two separate returns on the enclosed forms are to be rendered; that marked A to embrace all men who shall have been absent during such month in consequence of injuries received in the execution of their duty, or sickness clearly attributable to the nature of the work performed, and to be certified accord-

ingly by the head of the department and the medical officer; and that marked B to contain all men of three years' service and upwards, and of good character, who shall have been so absent, and whose illness shall not have been either caused as above or by their own misconduct. Master artificers and foremen will be inserted in both these returns as a separate class, and will be eligible to receive the full pay of their rank. With respect to artificers and labourers, those included in Form A will be eligible to receive their full pay for three months continuously, if necessary, and those in Form B will be eligible to receive a proportion of their full pay, not exceeding three-fourths, under the following restrictions:—

2. No man coming under Form B will be allowed sick pay for a longer period than one month at a time, or for a longer period than two months in any one year, unless under peculiar circumstances to be specially reported for the decision of the Secretary of State. The proportion of working pay which may be issued is to be as follows, viz:—To men of three years' service and under ten years, half their working pay. To men of ten years' service and upwards, three-fourths of their working pay. No pay during absence will be allowed to men under Form B who have served less than three years.

3. Should any case of particular distress arise wherein the sick man would be seriously inconvenienced by waiting until the end of the month, a separate return on the appropriate form is to be forwarded with a special report; but in no instance is an advance of sick pay to be made without the specific sanction of the Secretary of State.

B. Hawes.

FORM A.

A Return of the Master Artificers, Foremen, Artificers, and Labourers who have not been able to attend their Call on account of Hurts received in the Execution of their Duty, or Sickness clearly attributable to the nature of the Work performed, between the —— and the ——, per Circular No. 349, of 25th November, 1858 (73—1—407).

Names.	Employment.	Pay per Hour.	Number of Years in the Service.	Age.	Married. Yes or No.	Number of Children.	Date when first placed on Sick List.	Sick Pay now applied for.				No. of Days absent for Hurts, &c., since 1st Jan.	Excess, if any, over 3 Months.	
								From	To	Days.	Hours.		Days.	Hours.

——, Head of the Department.

I hereby certify that the men above named have been attended for the periods and causes specified in this return, and were incapable of performing their duty during such period for the reasons assigned.

(To be signed by a Medical Officer.) ——

FORM B.

A RETURN of the Master Artificers, Foremen, Artificers, and Labourers, of three years' standing and upwards, who have not been able to attend their Call on account of Sickness between the —— and the ——, per Circular No. 349, of 25th November, 1858 (73—1—407).

NAMES.	Employment.	Pay per Hour.	Number of Years in the Service.	Age.	Married. Yes or No.	Number of Children.	Date when first placed on Sick List.	Sick Pay now applied for.				Absence on account of Sickness since 1st Jan.		Excess, if any, over 1 Month.	
								From	To	Days.	Hours.	Days.	Hours.	Days.	Hours.

I certify that to the best of my belief the sickness of the men above specified has not been caused by their own misconduct, and that their character is such as to merit the grant of sick pay, in accordance with Circular No. 349, of 25th November, 1858 (73—1—407).—A.

——, Head of the Department.

W. O. Circ., 520. 23*d Dec.*, 1859.

THE enclosed regulations for foreign stations, affecting sick pay to civil artificers, foremen, labourers, &c., hired abroad, are to be substituted for those contained in Circular No. 1353, dated 7th February, 1844 (O—13), which are hereby cancelled.

The regulations laid down in this circular will henceforth govern the issue of sick pay at all foreign stations to the individuals above described, except such as are employed under the commissariat branch, who will continue to be treated as heretofore.

The Officer Commanding ——. B. HAWES.

REGULATIONS *for the grant of Sick Pay to Civil Artificers, Foremen, Labourers, &c., hired at Foreign Stations for service of the War Department.*

CIRCULAR No. 1353, dated 7th February, 1844 (O—13), is hereby cancelled.

No pay will be allowed to any foreman, artificer, labourer, or other person rated as such, and hired on the spot, who does not attend his call at the stated periods, and perform the work allotted to him, unless he is absent in consequence of sickness, certified by the medical officer, when the following rules are to be observed:—

Artificers and labourers hurt in the execution of their duty, or incapacitated by sickness clearly attributable to the nature of their work, may receive full pay for three months continuously, if necessary.

Artificers and labourers of good character, absent by reason of sickness arising from any other cause, but not brought on

Artificers &c. hired Abroad

Artificers &c. at H

tificers, , hired broad.

by their own misconduct, may receive *half* their working pay if of three years' service and upwards, but under ten years, or *three-fourths* of their working pay if they have served ten years or upwards. No pay during absence from duty will be allowed to men of less than three years' service, nor is any man entitled under this clause to half or three-fourths of his pay, to receive sick pay for a longer period than one month at a time, or for more than two months in any one year, unless with the special approval of the Secretary of State.

The issue of sick pay to master artificers and foremen is to be governed by the limitations prescribed by the foregoing clauses, except that they may in either case receive *full pay*.

Sick pay according to these rules may be issued on production of certificates of the head of the department in which the claimant may be employed, and of the medical officer by whom he may have been attended or examined. The forms of pay list A or B herewith, with the forms of certificate attached, are in all cases to be used.

Circular No. 205, relative to the sick pay of artificers and foremen sent out from England, will not be affected by these regulations.

SICK PAY VOUCHER.—*Form A.*

RETURN of Master Artificers, Foremen, Artificers, and Labourers, who have not been able to attend their Call on account of Hurts received in the Execution of their Duty, or Sickness clearly attributable to the nature of their Work, in the Month of ——, per Circular No. 520.

NAMES.	Employment.	Pay per Diem.	Number of Years in the Service.	Date when first placed on the Sick List.	Sick Pay claimed			No. of Days absent on this occasion.	Receipt.
					From	To	No. of Days.		

Witness to Payment, ——. ——, Head of Department.

I certify that the men above named were incapacitated by* —— from performing their duty during the periods specified.

(To be signed by a Medical Officer.) ——.

By the foregoing pay list there is due to the persons named the sum of ——, which I have to request that you will pay on account of the War Office, —— branch.

To the Military Accountant. ——, Head of Department.

SICK PAY VOUCHER.—*Form B.*

RETURN of Master Artificers, Foremen, Artificers, and Labourers, of three years' service and upwards, who have not been able to attend their Call on account of Sickness, during the Month of ——, per Circular No. 520.

NAMES.	Employment.	Pay per Diem.	Number of Years in the Service.	Date when first placed on the Sick List.	Sick Pay claimed			Absence on account of Sickness since 1st January.	Receipt.
					From	To	No. of Days.		

Witness to payment, ——.

* The nature of the injury or disease to be stated.

I certify that, to the best of my belief, the sickness of the men above named has not been caused by their own misconduct, and that their character is such as to merit the grant of sick pay, in accordance with Circular No. 520. Artificers &c., hire Abroad.

——, Head of Department.

I certify that the men above named were incapacitated by* —— from performing their duty during the periods specified.

——, Medical Officer.

By the foregoing pay list there is due to the persons named the sum of ——, which I have to request that you will pay on account of the War Office, —— branch.—A.

To the Military Accountant. ——, Head of Department.

W. O. Circ., 773. 11*th July*, 1862.

SIR,—Adverting to Circular 520, laying down certain rules with regard to sick pay for artificers and labourers belonging to this department abroad, from which those attached to the commissariat were specially exempted, I am directed by the Secretary of State for War to acquaint you that, the reason for that exemption no longer existing, it has been decided to extend the operation of that circular to the commissariat employés similarly situated; and I am to desire that you will act in accordance with those rules for the future. Commissariat, &c. Abroad.

With respect to the higher class of subordinates—viz., clerks, storekeepers, assistant storekeepers, and issuers—it is not intended to interfere with the present arrangement, under which their cases are considered as they occur.

In instances of artificers being sent out from England, you will be governed, with reference to their sick pay, by the instructions contained in Circular 205.

A.C. I have, &c., EDWARD LUGARD.

The Commissariat Officer in Charge at ——.

* The nature of the disease to be stated.

STAFF COLLEGE.

H. G. Circ. Mem., 90. AT HOME AND ABROAD. *10th December*, 1860.

Officers not to pay Regiments Mess Subscriptions.

HIS Royal Highness the General Commanding in Chief desires that officers while at the Staff College are not to be required to pay the regulated subscription to the mess fund of their regiments.—M.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 110. AT HOME AND ABROAD. *28th Feb.*, 1861.

Vacancies on Staff.

IT being desirable that the claims to staff employment of officers who have passed the final examination at the Staff College, and have fulfilled the requirements of the Regulations dated 23d January, 1860, should not be lost sight of, the General Commanding in Chief directs the attention of general and other officers commanding at the different military stations at home and abroad to the general orders issued periodically from this department, publishing the names of officers who have passed successfully through the college; and His Royal Highness desires that, on the occurrence of a vacancy on the staff in any command where there may be serving an officer who has qualified himself at the Staff College (or at the late senior department of the Royal Military College), and whose rank may render him eligible for the vacant appointment, such officer should, as a general rule, be recommended to fill the same, in preference to one who has not undergone that ordeal.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Gen. Ord., 831. *25th Aug.*, 1863.

Regulation

THE accompanying regulations for the Staff College, having been revised, are now promulgated, for the information and guidance of officers of the army.

Although only one officer can be spared from a battalion at a time for the purpose of studying at the college, this will not necessarily prevent a battalion sending more than one to compete at an examination, if circumstances admit of their absence from their regiment.

The principle under which officers are allowed to enter the Staff College being that of pure competition, it follows that candidates who may be found qualified at any examination, but who, from want of a sufficient number of vacancies, cannot then be admitted, will not have any claim to subsequent admission, without undergoing another competitive examination.

It is hereby notified that, until further orders, Article XIII. is suspended.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

STAFF COLLEGE.

Horse Guards, S. W., *25th August*, 1863.

The following regulations for the Staff College are substituted for those of the Memorandum of the 6th March, 1862, published with the General Order No. 808.

I. The Staff College is open to officers of all arms of the service, and

Regulations. consists at present of thirty students, admission to the college being determined by a competitive examination. One officer only can be admitted at a time from a battalion of infantry or a regiment of cavalry, and only four officers at a time from the corps of Royal Artillery; but, so far as the exigencies of the service shall permit, there will be no limitation to the numbers allowed to compete for admission.

II. No payment is required from students to the funds of the college.

III. The qualifications requisite for admission are:—

1st. A previous service of not less than three years, exclusive of leave of absence.

2d. A certificate from his commanding officer, as follows:—

"I hereby certify that I have examined ——— on the various "subjects connected with his duty as a regimental officer, and more "especially on the points which form the chief qualifications of a "staff officer, with a view to his competency for admission to the "Staff College, Sandhurst; and, to the best of my belief and judg-"ment, I consider him, from his general knowledge of the service, "character, habits, and disposition, to be qualified for employment "on the staff, provided he pass the usual competitive examination "for admission to the Staff College.

"He is a (good, fair, or indifferent) rider, and is not short-"sighted."

Signature of Commanding Officer of Regiment, ——.

Countersigned by the General of Brigade or other superior Officer, ——.

3d. The candidate, if not a captain, to have passed the examination for a troop or company.

4th. A medical certificate of good health and fitness for the active duties of the staff.

IV. Commanding officers of regiments will, in every case, forward applications for admission to the Staff College, through the general officer in command, to the Adjutant General. If the commanding officer of the regiment, or the general officer commanding, cannot recommend the application of any candidate, the grounds of objection to be distinctly stated.

V. The competitive examination for entrance to the Staff College comprises the following subjects, the relative value of each at the examination being shown by the number of marks attached to it:—

Mathematics,		1,200 Marks.
Military History,	600	900
Military Geography,	300	
French,		300
German,		300
Hindustani,		300
Fortification,		600
Military Drawing,		300
Mineralogy and Geology,		300
Chemistry, Heat, Electricity, and Magnetism,		300

In mathematics, 400 marks are allotted to arithmetic, the first four books of Euclid and algebra, including questions producing simple equations; and of this number at least 250 must be obtained for qualification.

Every candidate must take up either the French, German, or Hindustani for qualification; the qualifying minimum is, in French, 150 marks, in German or Hindustani, 100 marks.

[illegible]aining subjects, as well as the higher portions of mathematics, [illegible]an up or not at the option of the candidate, the marks gained [illegible]g reckoned in determining his position in the list of competitors.

No candidate, however, will be allowed to count marks in any subject left optional, unless he obtains at least one-sixth of the number allotted to it. Regulations

In regard to military history, early notice will on each occasion be given of the special campaigns on which questions will be set at the next ensuing examination.

VI. The examination of officers serving in the United Kingdom for entrance to the Staff College is held in London about the month of July, under the direction of the Council of Military Education.

In the case of officers serving abroad, the examinations of such as are allowed to compete are conducted by means of the same printed questions as are set for the examination of candidates in London. These questions are to be answered in writing in the presence of a board of officers, which will be appointed by the general officer in command, and which will certify that the candidate has obtained no assistance from books, or help of any kind in the examination.

VII. The college course of study commences annually on or about the 1st February. The transmission of the printed examination papers to stations abroad is so arranged that the examinations may be held simultaneously, and the merits of the candidates decided upon in time to admit of those who are successful joining the Staff College by the 1st February next ensuing.

VIII.—The following are the subjects of instruction at the Staff College, viz.:—*

Mathematics—the minimum course will embrace this subject up to Elementary Mechanics, inclusive.
French, German, and Hindustani.
Fortification and Artillery.
Topographical Drawing, Military Surveying, and Sketching.
Reconnaissance.
Military Art, Military History, and Geography.
Military Administration, including the organization and equipment of armies in the field.
Military Legislation.
Elements of Natural Philosophy, Chemistry, and Geology, as applied to the military sciences.
Exercise in Composition will be afforded to the Students during the whole course of instruction, in writing Memoirs or Essays on the subjects of the course.
Riding.

IX. The course of study occupies two years, which period is not to be exceeded, except in case of illness, and then only with the sanction of the Field Marshal Commanding in Chief.

The yearly course is divided into two terms—viz., from 1st February to 15th June, and from the 15th July to the 15th December, the intervening periods constituting the vacations.

X. As officers may be expected to join the college with very varied degrees of attainment, provision will be made to enable any student who may be well prepared in any particular subject to attend more especially to other subjects in which he may feel himself deficient. If, for instance, the student should come to the college previously well instructed in mathematics, he will be enabled to direct his attention principally to the military sciences, or to languages, in lieu of mathematical studies.

XI. During the whole course, monthly reports of the application and progress of each student will be forwarded for the information of the Council of

* A syllabus of the course of study will be forwarded to any officer on application to the Council of Military Education, 13 Great George Street, S.W.

Regulations. Military Education. Examinations are held at the end of every half-year, the summer examination being conducted by the professors of the college, and the winter examination by examiners independent of the establishment, under the superintendence of the Council of Military Education.

The winter examination at the termination of the first year of the student's course is probationary, and any student will be required to withdraw from the college who shall fail to obtain the minimum aggregate of marks hereinafter stated.

Should, however, any marked case of deficiency or neglect be brought under the notice of the Council of Military Education at any half-yearly examination, or at any other period, such student will be also liable to removal.

The four following subjects will be taken up by every student at the probationary examination, viz. :—

	Maximum of Marks.	Minimum of Marks allowed to count.
Fortification,	450	150
Military Drawing and Surveying,	300	100
Military History,	450	150
Military Administration and Legislation,	450	150

Of the following subjects the student may select any three, one of which must be a language.

		Maximum of Marks.
Mathematics	First Year's Course, viz. :— Geometry, commencing with Euclid, B. VI., Plane Trigonometry and Mensuration, Algebra, commencing with Quadratic Equations,	300
	Spherical Trigonometry and Practical* Astronomy,	200
	French,	400
	German,	400
	Hindustani,	400
	Any one Modern Language, provided one of the above be also taken up,	400
	Natural Sciences,	400
	Experimental ditto,	400

Every candidate will be expected to obtain a minimum aggregate of 1,400 marks.

Any officer who does not take up mathematics as a subject will be required to satisfy the examiner that he has a competent knowledge of mensuration, and of the mode of determining heights and distances by ground problems and by the ordinary trigonometrical calculations, with the aid of logarithms; and that he is so far acquainted with elementary mechanics as is necessary for understanding the principles of the construction of military bridges, dams, &c., &c. His knowledge of these subjects will be tested at the probationary examination at the end of his first year of residence.

XII. The following are the marks allotted to each subject at the final examination.

Subjects to be taken up by every student :—

	Maximum No. of Marks.	Minimum allowed to count.
Fortification and Artillery,	600	300
Military Drawing and Surveying,	350	350 (Obligatory.)
Reconnaissance,	350	
Military Art, History, and Geography,	600	300
Military Administration and Legislation,	600	300

* It is optional to the student whether he takes up this subject at the probationary or at the final examination.

Subjects of which the student may select any three, one of which must be a language:— Regulation

		Maximum of Marks.
First Year's Course (Marks carried forward),	300	900
Spherical Trigonometry and Practical Astronomy (Marks carried forward if taken up at the Probationary Examination),	200	
Problems of Heights and Distances, Mechanics, and Hydrostatics,	400	
French,		400
German,		400
Hindustani,		400
Any one Modern Language, provided one of the above be also taken up,		400
Natural Sciences,		400
Experimental ditto,		400

Every candidate will be required to obtain for qualification 350 marks in military drawing, surveying, and reconnaissance; and an aggregate of 2,500 marks.

In the examination in modern languages, great stress will be laid on original composition.

Officers desirous of showing their proficiency in other of the optional subjects, in addition to the *three* which are allowed to be taken up for the competitive examination, may be examined therein, and a special report of their qualifications will be made to the Field Marshal Commanding in Chief, but they will not be allowed to count any marks thus gained in determining their position in the order of merit.

XIII. Any officer may, with the sanction of the Field Marshal Commanding in Chief, compete at the annual final examination without previously passing through the college; and, further, any officer who desires to enter the college for one year only, will be permitted, if there be a vacancy, to present himself at the first annual examination of the junior division of students (who will then have completed their first year), and if qualified, may join the college accordingly. In each case the qualifications noted in paragraph III. (above) will be required. Any officer at the college, although of the junior division, may compete at the final examination of the senior division.

An officer desiring to compete at the final examination should give not less than a year's notice of his intention, in order that he may receive a detailed statement of the subjects in which he, in common with the students of the Staff College, will be examined. To count his full marks, he will be required to produce the same number of plans, and of memoirs in military history, as are prepared by the students of the Staff College, certifying that they are his own unaided work, and that they were executed within the two years immediately preceding the examination. If his application to compete be granted by the Field Marshal Commanding in Chief, he will be required to attend at the college during the first three months of the term commencing the 15th July, in order that he may have the opportunity of executing the same surveys, reconnaissances, and projects of field fortification as are executed by the regular students.

An officer desiring to compete at the probationary examination for admission to the college for a residence of one year only, consequent on the occurrence of a vacancy in the junior division, will be required to give six months' notice of his intention, in order that he, in like manner, may receive a

Regulations. detailed statement of the subjects in which he will be examined, and of the plans and memoirs which he will be required to produce, in common with the students of the then junior division. On receiving permission from the Field Marshal Commanding in Chief to compete, he will be directed to attend at the college during the first three months of the term commencing the 15th July, in order to have the opportunity of executing the same sketches and surveys as are executed by the students.

No officer will be allowed to present himself at either of these examinations who shall have been examined during the same year for admission to the college for the ordinary period of residence.

Either or both these examinations will be liable to be suspended whenever it shall appear that the supply of officers from the college is sufficient to meet the requirements for the staff of the army.

XIV. After the final examination, the Council of Military Education will draw up and submit, for the consideration of the Field Marshal Commanding in Chief, a list of the successful candidates, arranged according to merit, with a special report of those who particularly distinguished themselves, whose names will be also mentioned by the Council in their report.

XV. Officers who shall have passed their final examination at the Staff College will be attached to each of the arms successively in which they have not previously served. They will be required to attend drills, parades, and field days, and they will avail themselves of every practicable means of making themselves generally acquainted with the discipline, interior economy, field movements, and duties of those arms; and certificates to this effect will be forwarded to the Adjutant General by the officers commanding the corps to which they may have been attached.

It is presumed that a period of three months with each arm will be the utmost that will be required in this respect.

XVI. The regulations relative to the qualifications of officers for direct staff appointments will continue in force until the system which has been above detailed shall have fully come into operation, and the examinations referred to in that order will be conducted under the direction of the Council of Military Education.

Officers, however, who have attained the rank of lieutenant colonel will be exempted from the operation of that order.

As soon as the college shall be in a position to supply all vacancies in the staff of the army, no officer will be appointed to the staff who shall not have passed the final examination of the college, with the exception of those of the Royal Engineers, and of those who attained, before the 1st January, 1860, the rank of lieutenant colonel, and in every case, excepting officers of proved ability in the field.

XVII. Although the course of mathematics at the college has been limited to that amount of knowledge which is considered essential to complete the education of the staff officer, it is probable that many officers may desire to pursue their mathematical studies to a much higher point; and any candidates, therefore, who shall have proved their fitness for employment on the Ordnance Survey, or in the Topographical Department, by superior progress in the science of geodesy, as well as of topography, will be named in the report of the Council of Military Education as deserving of employment in those services.—C. JAMES YORKE SCARLETT, *Adj. Gen.*

H. G. Circ. Mem., 288. AT HOME AND ABROAD. 14*th March*, 1864.

Instruction of Passed Officers. His Royal Highness the Field Marshal Commanding in Chief having had under his consideration the regulations at present in force relative to the

attendance of officers who have passed through the Staff College for instruction in those branches of the service to which they do not specially belong, is now pleased to make the following rules for future observance:— Instruction of Passed Officers.

Officers of cavalry and infantry will attend at Woolwich, or such other station as may be ordered, for instruction in artillery, for a period of six weeks.

Officers of cavalry will be attached to infantry for one month.

Officers of artillery will be attached to cavalry for one month, and officers of infantry for six weeks.

Officers of artillery will not be required to be attached to infantry.

In diminishing the duration of the period required with each arm, the Field Marshal Commanding in Chief is convinced that he is consulting the convenience of the service, without detriment to the acquisition of the knowledge requisite for a staff officer.

Commanding officers of regiments, therefore, and others under whom the Staff College officers may be placed, will select such subjects only for instruction as are special to their own branch of the service, omitting that which is common to all branches.

Thus, it is unnecessary that artillery officers should attend the riding school or stable duties of cavalry, such knowledge being acquirable in their own branch of the service, nor is it necessary that they should serve with infantry, as they are taught battalion drill in their own arm.

Cavalry officers serving with artillery will not be required to attend stable duties, but should have instruction in all that appertains to the peculiar equipment of the artillery horse.

With respect to infantry officers,—officers commanding cavalry regiments will, after ascertaining that the officer under instruction has a good seat and hand upon a horse, not consider it necessary to insist on all the minutiæ of cavalry riding drill.

The interior economy of all services is the same, so that books and barrack duties need form no part of the instruction of an attached officer, nor the routine of guards.

By paying attention to the above directions, His Royal Highness considers officers may be sufficiently instructed in the peculiarities of each service in the time allowed.—S.

By Command. JAMES YORKE SCARLETT, *Adj. Gen.*

STAFF AND GARRISON PAY AND ALLOWANCES.

W. O. Circ., 77. *25th March*, 1857.

Contingent Accounts.

SIR,—The recent decision conveyed to you by War Office Circular No. 1243, dated 16th December last, fixing a uniform rate of commuted forage allowance for Great Britain and Ireland and the Channel Islands, enables the Secretary of State for War to consent, with reference to Article 601, page 179, of the War Office Regulations of 1848, that, from and after the 1st April next, the contingent accounts of general and other staff officers may be made up quarterly instead of half-yearly, as at present, and forwarded to the War Office, according to the instructions contained in the Articles of the Explanatory Directions from 602 to 608 inclusive.—A.

To General and other Officers of the Military Staff at Home. I have, &c. B. HAWES.

W. O. Circ., 126. *15th Aug.*, 1857.

Allowances during Leave.

SIR,—I am directed by the Secretary of State for War to acquaint you that his Lordship has decided that no deduction shall be made from the staff pay and allowances of officers of the general staff at home during continuous or intermittent periods of absence on leave, not exceeding in the whole two months in each year—viz, from 1st January to 31st December—provided the duties of the appointment be duly performed without extra charge to the public, and that it be notified in general orders that the horses for which the commuted forage allowance is claimed have been left at the station, so as to be at all times ready for the public service.

I am therefore to request, in order that the settlement of the quarterly contingent claims of officers of the general staff at home may not be delayed, pending the receipt at this office of the Adjutant General's staff returns, that, in every case in which an officer claims allowances during absence on leave, a certificate may be annexed of the dates from and to which such absence has extended, together with a certified copy of the order, showing that the horses, on account of which forage allowance is claimed, were left during the period for the public service.

These documents will be taken as sufficient for admitting charges for allowances during periods of leave, not exceeding two months in each year; but a refund will be required should the certificate be subsequently found at variance with the Adjutant General's staff returns.—A.

I have, &c. J. R. GODLEY.

To Officers of the General Staff of the Army at Home.

W. O. Circ., 241. HOME STATIONS. *7th April*, 1858.

Claims for Allowances.

1. IT is desired that the amount of the commuted allowance, in lieu of house rent or quarters and fuel and light, or the furniture allowance, applicable to officers of the staff at home (in regard to claims accruing on and after the 1st April, 1858), shall cease to be charged in the

contingent accounts, and shall be preferred on forms of the description annexed. Claims for Allowance

2. These forms, No. 1073, may be obtained on written application, addressed to the under secretary of state, and the claims made out thereon are to be transmitted quarterly for examination and order of payment to the accountant general, War Office, Pall Mall, London, S.W.

B. HAWES.

W. O., 1073.

The Accountant General, War Office, to ——, stationed at ——.

On account of the commuted allowance in lieu of house rent or quarters and fuel and light; or for furniture allowance, during the quarter ending ——, 185—, agreeably to Article 19, p. 16, of the War Office Regulations dated 1st July, 1848, and the War Office Circular, No. 136, of 8th September, 1857 (167 L—662), or in the case of general officers in chief command, when occupying quarters or apartments, the property of Government, on account of the allowance for the hire of furniture, granted under War Office Circulars, No. 31, dated 9th January, 1857 (Z 377—36), and No. 118, of 23d July, 1857 (Z 377—53), but limited by the Circular dated 9th May, 1856, (Z 377—10), to two-thirds of the lodging money rates.

Date of Order fixing any Special Rate claimed.	Christian and Surname of Claimant. Actual Staff Rank.	Allowance, whether House Rent or Furniture.	Period.			Rate per Annum.	Amount.		
			From	To	No. of Days.				
						£			

Certificate to be used when Lodging Money is claimed by a General Officer.

I certify upon honour that during the period for which I claim, as above, the allowance in lieu of house rent or quarters, and fuel and light, and furniture, I held the appointment in respect of which the allowance is claimed, was present and doing duty at the station, and did not occupy a house or apartments belonging to or hired by Government, and that I was not provided with furniture, or fuel and light, from any public service during the same period.

Place,——, date,——, 185—. The General Commanding ——.

Certificate to be used when Furniture Allowance is claimed by a General Officer in Chief Command.

I hereby certify that for the period for which I claim, as above, the allowance in lieu of furniture, I was not, although occupying public quarters, provided with furniture, or fuel and light, from any public source; and I further certify that the amount claimed was actually and necessarily expended in the hire of furniture for the period.

Place, ——, date, 185—. The General Commanding ——.

Certificate to be used when Lodging Money is claimed by an Officer below the rank of General Officer.

We do hereby certify that during the period for which the allowance in lieu of house rent or quarters, furniture, fuel and light, is charged, we

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above, the claimant held the appointment in respect of which the allowance is claimed; that he was present and doing duty at the station, and could not, consistently with the interests of the public service, be accommodated with quarters in barracks, or any other building belonging to or hired by Government, within a convenient distance from his offices; and we further certify that he has not been provided with furniture, or fuel and light, from any public source during the period for which the above allowance is claimed.—A.

The General or other Officer Commanding ——.

Place, ——, date, ——, 185—. The Barrack-master ——.

W. O. Circ., 251. *12th May*, 1858.

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SIR,—I am directed to acquaint you that Secretary Major General Peel has been pleased to extend to the general staff abroad the provisions of the first paragraph of Circular No. 126, dated 15th August, 1857 (copy enclosed), and I am therefore to request that all periods of absence may be recorded in red ink on the staff returns rendered to this office, the name of the officer performing the duties of the appointment during such absence being also stated.—A. I have, &c., B. HAWES.

To General and other Officers Commanding Abroad.

VICTORIA R. *W. O. Circ.*, 328.

onditions nd Rates of ay.

WHEREAS we have judged it expedient to revise those parts of our Royal Warrant of the 1st July, 1848, which regulate the grant of staff and garrison pay to officers serving on the general and personal staff of the army, our will and pleasure is, that on and after the date of this our Royal Warrant, the issue of staff or garrison pay to such officers shall be governed by the following rules:—

STAFF AND GARRISON PAY.

OFFICERS HOLDING MORE THAN ONE MILITARY COMMISSION OR APPOINTMENT.

Present on Duty.

1. The pay granted to these officers is strictly a remuneration for local services, and, except in the cases hereinafter provided, is not to be issued unless the officer be present in the actual discharge of his duties on the spot.

Quarterly Issue of Pay.

2. The staff pay or garrison pay shall be issued quarterly, from the Treasury chest abroad, and by warrant on Her Majesty's paymaster general, or through such other channel as may be authorized, at home. Staff pay, at the rates specified in the Schedule annexed to Article 34; garrison pay, at such rates as shall be communicated by the Secretary of State for War to the several officers in command, or as may be borne upon the establishment of the respective garrisons, and the pay of both descriptions will be allowed during continuous or intermittent periods of absence on leave, not exceeding in the whole two months in each year, provided the duties of the appointment be performed without extra charge to the public. Officers serving in China, Australia, Van Dieman's Land, Ceylon, Mauritius, the Cape of Good Hope, St. Helena, and New Zealand, may have the option of availing themselves of the benefit of this regulation, as relates to leave of absence, or they may, under similar conditions, take four months biennially, or six months triennially.

Appointments notified by Secretary of State for War not to be exceeded.—Emergency during War.

3. A list of the staff and garrison appointments borne on the establishment of each station abroad will be transmitted by the Secretary of State for War to the officer in command, upon his appointment, for his information and guidance; and no appointment in excess of that establishment, nor any new appointment, is to be made in time of peace without the previous sanction of the Secretary of State for War; but as in time of war cases of emergency may occur to render indispensably necessary an appointment not specified in such list, in these cases the officer in command shall transmit to the Commander in Chief, and to the Secretary of State for War, a special report of the circumstances which have created the necessity for the said appointment, stating also the proposed rates of pay and allowances, if any, and the time during which the appointment will in all probability be required. Conditio and Rat Pay.

Promotion without Increase of Pay.

4. If an officer in command of a station abroad, or district, &c., at home, should be promoted to a higher rank, and should, for the convenience of the service, be retained in the same command, he shall not be entitled thereby to any increase of his staff pay and allowances, and shall not be allowed any addition to his personal staff in consequence of such promotion.

Quarterly Returns.

5. At the expiration of every quarter, returns of staff or garrison officers abroad, according to forms to be furnished by the War Office, shall be regularly transmitted to the Secretary of State for War by the several officers in command. Similar returns of the staff at home will be furnished by the Adjutant General of the Forces.

ISSUE OF STAFF OR GARRISON PAY ON FIRST APPOINTMENT.

Date of Commencement of Pay Abroad.

6. When the officer is present on the station abroad, his pay shall commence from the date of his appointment being announced in general orders.

When the officer is not present on the station, his pay shall commence from the date of embarkation for such station, whether proceeding thereto from the United Kingdom, or from any place abroad where he may be doing duty with his regiment, or where he may be employed in any other military capacity.

Date of Commencement of Pay at Home.

7. The pay of an officer appointed at home shall commence from the date he assumes the duties of the appointment.

ADVANCE PAY ON EMBARKATION FOR A FOREIGN STATION AND SETTLEMENT OF PAY ON RELIEF OR REMOVAL THEREFROM.

Advance Pay.

8. Upon embarkation from the United Kingdom, the officer will receive an advance of pay for the periods prescribed for regimental officers, or, if proceeding from one foreign station to assume his staff duties at another foreign station, he will receive such advance as the general commanding at the station from which he proceeds may authorize, subject in both cases to the regulated reduction for messing or for rations. The staff pay at the station where the officer is to serve will commence at the expiration of the period for which the advance had been made; but no issue will be allowed

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until he has produced a certificate from the accountant through whom he received the advance, showing the date to which the same extends.

Settlement of Pay.

When an officer is relieved or removed from his staff appointment he will be settled with on arrival at his destination, on production of his last pay certificate and such other documents as may be necessary.

LEAVE OF ABSENCE.

No Pay when Absent on Leave, except as in Article 2.

9. When an officer quits the station upon leave of absence for his private affairs, except as specially provided in Article 2, his pay shall cease from the date of his leaving the station, and shall re-commence only from the date of his return thereto.

Sick Leave.

10. If he come home on account of ill health, on the recommendation of a medical board, his pay shall continue to the date of arrival in the United Kingdom; or if under similar circumstances he proceed to another foreign station, his pay shall in like manner be continued to the date of his arrival at such station.

ON REMOVAL OR DISCONTINUANCE FROM THE STAFF OR GARRISON APPOINTMENTS.

Return Home on Termination of Duty.

11. If the staff attached to a body of forces employed on foreign service be broken up entirely in consequence of the recall of the troops, every officer of such staff *who returns home therewith* shall be allowed staff pay till the date of his arrival with the said forces in the United Kingdom, and upon such arrival a gratuity equal to two months' staff pay; but if any such officer shall remain abroad for his own convenience after the departure of the said forces, he shall receive the pay of his appointment to the date only of his ceasing to do duty, with a gratuity equal to two months' staff pay.

Abolition of Appointment.

12. On the abolition of a staff or garrison appointment, the officer who has held it, if not belonging to a regiment serving on the same station abroad or in the same district, &c., at home, and if not holding any other staff or garrison appointment, shall receive a gratuity equal to two months' pay beyond the date of his ceasing to do duty, or date of disembarkation from a foreign station, if he return home or proceed elsewhere to join his regiment without delay.

Expiration of Period of Appointment.

13. An officer removed from a staff appointment in consequence of the period fixed by regulation for holding such appointment having expired, or having retained such appointment longer than the prescribed period, will be entitled to pay to date of disembarkation, but will not be allowed the gratuity referred to in the preceding article.

Discontinuance for Misconduct.

14. An officer who shall be discontinued from his staff or garrison appointment for misconduct shall not receive pay beyond the day when he shall cease to do duty.

Resignation.

15. An officer who shall resign his staff or garrison appointment, or who shall be removed therefrom by promotion, shall not receive pay beyond the

day when he shall cease to do duty. If he be serving abroad, and does not belong to a regiment on the station, and uses due diligence in effecting his return home, or in proceeding to join his regiment elsewhere, he shall receive pay to the date of disembarkation. Conditions and Rate Pay.

PERSONAL STAFF.

Peculiarity of their Appointments.

16. The appointments on the personal staff of a general officer are: military secretary or assistant military secretary and aide-de-camp. No pay can, however, be allowed for appointments on the personal staff of a general officer, unless they are authorized by his letter of service, or have been specially sanctioned by the Secretary of State for War. As officers of the personal staff differ from other staff officers, they being appointed by the general himself, and holding their situations during his pleasure, the grant of staff pay and allowances to them is regulated upon the principle that the charges to which the public are liable are pay and allowances for local service, together with free passage, if proceeding abroad, of the officers appointed by the general in the first instance, and of those who return home upon his removal or death.

Issues of pay, &c., to the personal staff at home and abroad are accordingly to be governed by the following rules:—

When Accompanying the General Officer Abroad.

17. If an officer of the personal staff accompanies his general to a foreign station, the commencement of his pay and the advance of his pay will be governed by the rules that would be applicable to the pay of the general if allowed staff pay.

When not Accompanying.

18. If upon his first appointment the general shall select an officer who cannot accompany him abroad, or if, in succession to a death vacancy, he shall appoint an officer not serving on the station to be a member of his personal staff, the issue of the pay and advance of pay to such officer shall be governed by the rules laid down in Articles 6 and 8.

Pay at Home.

19. The pay of an officer appointed at home shall commence from the date he assumes the duties of his appointment.

Voluntary Resignation, Leave, &c.

20. Officers on the personal staff who voluntarily resign or obtain leave of absence, except under the provisions in Article 2, which are equally applicable to the personal staff as to the general staff, or are removed at the discretion of the general officer, and officers appointed to succeed them, shall only receive staff pay while actually performing duty on the station.

Resignation from Ill Health, &c.

21. If an officer of the personal staff, resigning on account of ill health, duly certified by a medical board, or removed for misconduct, is succeeded by an officer not serving on the station or in the district, &c., the pay of the successor, if proceeding abroad, shall commence from the date of embarkation; if the succession be to an appointment at home, the pay shall commence from the date of assuming the duties.

Military Secretary, when Allowed.

22. A military secretary abroad is allowed only on commands of impor

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requiring the services of a general officer on the staff, with an appointment superior to that of a major general.

On other commands abroad, where the general officer holds a staff appointment as major general, an assistant military secretary only is allowed, notwithstanding such commands may, for the convenience of the service, be held by general officers of superior rank.

Military secretaries at home are allowed only to the Commander in Chief of the Army and to the Commander of the Forces in Ireland.

Military Secretary provisionally continued.

23. When, upon the death or discontinuance of a general officer abroad, a military secretary or assistant military secretary remains at the station in the provisional execution of his official duties, he shall continue to receive the pay and allowances of the appointment until relieved by his successor; and if (his regiment not being on the station) he shall then return home, or proceed to join his regiment at another foreign station, in consequence of his not being re-appointed, he shall receive pay to the date of disembarkation in the United Kingdom, or at the other foreign station to which he may have proceeded.

Returning Home on Death of General Officer.

24. If upon the death or removal of the general officer abroad the military secretary or assistant military secretary does not belong to a regiment on the station, and does not remain there, he shall be entitled to pay to the date of disembarkation in the United Kingdom, or at another foreign station where he may have proceeded to join his regiment.

Aide-de-Camp.

25. The pay allowed for aides-de-camp shall be issued to themselves, and shall be granted for such numbers only as each general officer may be authorized by his letter of service to appoint, not exceeding in any case the following numbers:—

	Aides-de-Camp.
Commander in Chief,	6
Commander of the Forces (commissioned as such),	4
General,	3
Lieutenant General,	2
Major General,	1
Brigadier General, if employed in active operations in the field, but not otherwise,	1

Extra Aide-de-Camp.

26. No extra aides-de-camp shall be appointed, except in time of war and in cases of emergency, without the previous sanction of the Commander in Chief and Secretary of State for War.

If an extra aide-de-camp be sanctioned, the usual allowances of an aide-de-camp, but no pay, may be issued to him.

Pay to date of Death or Discontinuance of General Officer, and on Passage Home.

27. When from the death or discontinuance of a general officer an aide-de-camp ceases to belong to the staff, he will be allowed pay only to the date of such death or discontinuance; but provided he does not belong to a regiment on the station, if serving abroad, or does not remain there from choice, he will receive pay to the date of disembarkation in the United Kingdom, or at another foreign station where he may have proceeded to join his regiment.

No Pay during Absence of General Officer.

8. If, during the temporary absence of a general officer from his command, leave or from ill health, his aide-de-camp remain at the station or in the rict, &c., such aide-de-camp shall not be allowed the pay or allowances is appointment for the period of the general's absence, unless he do not ong to a regiment serving on the same station or in the same district, &c., which case he may continue to receive allowances without pay during the eral's absence.

Conditions and Rates of Pay.

ICERS OFFICIATING IN STAFF OR GARRISON APPOINTMENTS IN CONSEQUENCE OF THE DEATH OR DURING THE ABSENCE OF THE HOLDERS.

Pay of these Officers.

9. If a general officer or a colonel on the staff in command of a station, rict, or encampment at home or abroad, shall die, or not be within the its of the station, an officer of inferior rank temporarily succeeding to h command shall, provided he does not receive any salary as governor or tenant governor, be allowed the following daily pay, viz.:—An officer ng on the staff, 10*s.*, and a regimental officer not being on the staff, if a l officer, 20*s.*, and if below that rank, 10*s.*, in addition to the pay of his n appointment,—less, in the case of an artillery or engineer officer, the erence between 3*s.* a day, the regimental command money of a line officer . the regimental or district command pay of the artillery or engineer officer.

Not entitled to an Aide-de-Camp.

0. But an officer below the rank of general officer so succeeding to a porary command will not, except in cases of urgent necessity, be allowed ppoint an aide-de-camp, and no pay is to be issued to such aide-de-camp hout the sanction of the Secretary of State for War.

Senior Regimental Officer acting.

1. Upon stations abroad, where no provision is made for a general officer olonel on the staff, the senior regimental officer shall, in consideration of responsibility attaching to that position, receive an allowance not exceed- 7*s.* 6*d.* a day, to be fixed by the Secretary of State for War, provided h regimental officer does not hold any staff appointment, and does not ive any pay or allowances from the public other than those belonging to regimental commission.

Temporary Staff Appointment.

2. When an officer abroad (other than the officer in chief command of forces) dies, or does not receive staff pay in consequence of absence, the er in command will immediately notify to the Secretary of State for War name of the individual appointed to act during the vacancy. At home, notification of any such temporary appointment will be made by the nmander in Chief; and the officer so acting, whether at home or abroad, l, if he hold an inferior appointment on the staff, be allowed to receive *difference* between the pay and allowances of his own appointment and he next in rank or situation above his own. If the officer holds an equal ointment on the staff, he will be allowed half the pay of the acting ointment.

f he be not an officer on the staff, he shall receive *half* the pay and *all* allowances attached to the staff appointment, until the arrival at the ion abroad, or in the district, &c., at home, of the officer who is to ceed to the vacant appointment; but if the acting officer should be con- ed in such appointment by the Commander in Chief of our forces, he

Conditions and Rates of Pay.

shall be allowed the full pay of that appointment from the date of such confirmation.

OFFICIATING DEPUTY JUDGE ADVOCATE.

Allowance on Courts-Martial.

33. On stations where a deputy judge advocate may not be serving on the staff, whenever it shall be necessary to appoint an officer to officiate in that capacity on a general court-martial, he may receive an allowance not exceeding £2 2*s.* for each day of the actual sitting of such court, and for any intervening Sundays, but not for more than two days in the whole, on account of the total number of adjournments during the said session.

The said allowance is not admissible for any day which has been occupied merely in preparing or reading over and signing the fair copy of the proceedings, nor for any Sunday or other day of adjournment intervening between the termination of one trial and the commencement of another.

The officer thus officiating shall submit to the president of the court-martial an account of the expenses incurred on the trial, for stationery, hire of rooms, or other contingent charges; when, if the same shall appear to the president to be fair and reasonable, he shall give a certificate to that effect, in order that the amount may be issued by the military accountant under an authority from the officer in chief command on the station.

Rates of Pay.

34. The daily pay allowed for staff officers at home and abroad, who hold other military commissions or appointments, shall not exceed the following rates:—

Rank.	Daily Rate of Staff Pay.					
	At Home.			Abroad.		
	£	s.	d.	£	s.	d.
General Commanding in Chief—						
If a Field Marshal,	16	8	9	16	8	9
If below that rank,	9	9	6	9	9	6
General,	5	13	9	5	13	9
Lieutenant General,	3	15	10	3	15	10
Major General,	1	17	11	1	17	11
Brigadier General,	1	8	6	1	8	6
Colonel,	1	2	9	1	2	9
Adjutant General—						
If serving at head-quarters,						
When held by a General Officer,	3	15	10		...	
When held by a Colonel,	3	0	0		...	
If serving elsewhere,		...		1	17	11
Deputy Adjutant General—						
If serving at head-quarters,	1	17	11		...	
If serving elsewhere,	0	19	0	0	19	0
Assistant Adjutant General—						
If serving at head-quarters on the half-pay of his regimental rank,	0	19	0		...	
If serving at head-quarters on full pay of his regimental rank,	0	14	3		...	
If serving elsewhere,	0	14	3	0	14	3
Deputy Assistant Adjutant General—						
If serving at head-quarters,	0	14	3		...	
If serving elsewhere,	0	9	6	0	9	6

Condition and Rates Pay.

Rank.	Daily Rate of Staff Pay. At Home. £	s.	d.	Abroad. £	s.	d.
Quarter-master General—						
If serving at head-quarters,						
When held by a General Officer,	3	15	10		...	
When held by a Colonel,	3	0	0		...	
If serving elsewhere,		...		1	17	11
Deputy Quarter-master General—						
If serving at head-quarters,	1	17	11		...	
If serving elsewhere,	0	19	0	0	19	0
Assistant Quarter-master General—						
If serving at head-quarters, when no D. Q. M. G. is employed there,	1	7	6		...	
If serving at head-quarters, on half-pay of his regimental rank, when a D. Q. M. G. is employed there,	0	19	0		...	
If serving at head-quarters, on full pay of his regimental rank, when a D. Q. M. G. is employed there,	0	14	3		...	
If serving elsewhere,	0	14	3	0	14	3
Deputy Assistant Quarter-master General—						
If serving at head-quarters, when no D. Q. M. G. is employed there,	0	17	6		...	
If serving at head-quarters with ditto,	0	14	3		...	
If serving elsewhere,	0	9	6	0	9	6
Military Secretary,		...		0	19	0
Assistant Military Secretary,		...		0	9	6
Aide-de-Camp—						
To the Sovereign,	0	10	5		...	
To a General Officer,	0	9	6	0	9	6
Major of Brigade,	0	9	6	0	9	6
District Inspector of Musketry,	0	9	6	0	9	6

Given at our Court at St. James's this twenty-third day of September, 1858, in the twenty-second year of our reign.—W.

By Her Majesty's Command. J. PEEL.

W. O. Circ., 392. FOREIGN. 21*st Feb.*, 1859.

Pay issued Monthly.

SECRETARY MAJOR GENERAL PEEL having had under consideration certain representations from officers commanding Her Majesty's troops abroad of the great inconvenience experienced by officers in the operation of Article 2 of the Royal Warrant dated 23d September last, regulating the grant and issue of staff and garrison pay, is pleased, with the concurrence of the Lords Commissioners of Her Majesty's Treasury, to authorize the issue of the pay of all officers, including the subordinates of the civil departments, attached to the staff of the army or to garrisons abroad, *monthly*, in arrear, the amount to be charged upon final vouchers.

This arrangement to take effect from the 1st April next.—P.

B. HAWES.

The Officer Commanding at ——.

W. O. Circ., 466. *27th Aug.*, 1859.

Substitutes during Leave.

THE Secretary of State for War, being of opinion that in cases of leave of absence granted on the certificates of medical boards, on account of sickness, officers of the general staff should not be required to provide substitutes at their own expense for the performance of their duties, desires that when such leave is granted by any general officer commanding the troops abroad, he will make such arrangement as he deems most advantageous for the duties being performed during the absence of the staff officer, and will, in case it may be found necessary to engage the services of a substitute, or otherwise to incur any increased expense, report the arrangement he may make in the matter to this office, for the approval of the Secretary of State.

In cases of sick leave being applied for, on the certificate of a medical board, by any staff officer serving at home, the arrangement which it is proposed to make for providing a substitute should be reported to this office for the previous sanction of the Secretary of State.

This regulation will only be applicable to cases where the necessity for such leave of absence shall be certified by a board of military medical officers, and is only to extend to a period of two months in each year.—A.

JOHN ROBERT GODLEY.

W. O. Circ., 472. *13th Sept.*, 1859.

Contingent Accounts.

SIR,—I am directed by Mr. Secretary Herbert to transmit the enclosed forms of quarterly contingent account, and to request that no claim may in future be preferred on the form of the same number hitherto in use.

I have, &c., J. R. GODLEY.

To Officers of the Staff at Home.

W. O. FORM 12. —— DISTRICT.

ACCOUNT of Contingent Expenses due to —. From — of — to — of —, 18—.

Rank, Name, and Staff Appointment of Claimant.	Description of the Charge.					Amount for each Head of Service.
	Forage Allowance at —*s.* a day for each Horse.					£ *s.* *d.*
	No. of Horses effective.	Period for which the Claim is made.			Amount for each Officer.	
		From	To	No. of Days.	£ *s.* *d.*	
	Amount of Forage Allowance,...£					
	Paid for the Postage of Letters and Packets on the Public Service,.....					
	,,	,,	,,			
	,,	,,	,,			
	Carried forward,.....£					

Contingent Accounts.

Description of the Charges.	No. of the Voucher.	Amount of each Charge.	Amount of each Head of Service.
		£ s. d.	£ s. d.
Brought forward, ...			
Charges made under special authorities † from the War Office, ...			
Amount of Miscellaneous Charges, ...£			
Total claimed, ...£			
Deduct on Account of Sums received in Advance,‡ .....£			
Balance due, ...£			

hereby certify that the horses specified in the foregoing account were ually effective, and necessarily kept for the public service during the od for which forage allowance is claimed, and that forage has not been wn for them from any contractor or other person in kind at the public ense, and that they have —— been provided with stabling at the public ense, and that the letters and packets for which postage is charged were ly on the public service.

Dated at ——, this —— day of, ——.

n no case is an officer to charge allowances during absence on leave with- filling up and signing the following certificate, a certified copy of the er being annexed, showing that the horses on account of which forage wance is claimed were left during the period available for the public rice. *Vide* War Office Circular No. 126, dated 15th August, 1857.

hereby certify that I have been absent on leave during the past quarter n the —— of —— to the —— of ——.

Dated at ——, this —— day of ——, 18—.

.—When charges for more than one officer are made in the account, the proportion for each is to be stated below, viz. :—

Rank, Name, &c.	Amount for each Officer.
	£ s. d.
Total claimed, ...£	

Indorse.] —— District.

ACCOUNT OF CONTINGENT EXPENSES due to ——,
From —— of —— to —— of ——, 18—.
Settled and submitted for Allowance.
—— Principal of Room 2. Allowed ——.
—— Assistant Accountant General.

Entered in Book-keeping Branch.—A.

No charge for travelling expenses or telegraphic messages to be inserted unless supped by the *original* War Office letter authorizing the charge.

The authorities are to be *annexed* or *quoted*, according to the instructions which they ectively contain.

All amounts received in advance from the War Office to meet current payments are to be credited.

.—Claims for lodging money or furniture allowance should be transmitted separately Form No. 1073 to the accountant general.

STATIONERY.

W. O. Circ., 235. *22d March*, 1858.

Disposal of Old Stationery, &c.

THE Lords Commissioners of the Treasury having, by an order dated November, 1852, required all Government offices in the metropolis to preserve and deliver up to the Stationery Office for sale all useless books, old paper, and other worn-out articles of stationery, Secretary Major General Peel has accordingly decided that this arrangement shall be extended to all out-stations of the War Department at home and abroad.

In future, therefore, all articles of the above description (excepting old bottles, pens, &c.,) whether belonging to regimental or other military offices, or to the civil branches of the War Department, are from time to time to be delivered over to the charge of the military storekeeper or barrack-master on the spot, for the purpose of being forwarded to the Tower, as opportunities may occur.

This arrangement should be carried out with as little expense as possible to the public; and all articles, therefore, from stations abroad, should be sent home in Her Majesty's ships, or in any other way by which the cost of freight may not be incurred.

At home stations the refuse stationery should be kept in store until the accumulation amounts to *one cwt.*, when it should be forwarded by the cheapest possible conveyance.—D.

B. HAWES.

W. O. Circ., 723. HOME AND FOREIGN. *1st Nov.*, 1861.

Rules as to Supplies in Kind.

THE attention of the Secretary of State for War having been drawn to several instances in which the periodical demands for stationery, &c., have largely exceeded the apparent requirements of the public service, more especially in regard to the supply of durable articles, such as rulers, inkstands, &c., Secretary Sir George C. Lewis has, with the concurrence of the General Commanding in Chief, directed that a new form* should be prepared, and that all future demands may be made out on the form in question.

In circulating this form for the general guidance of such portions of the service as receive supplies in kind, particular attention must be directed to the printed memoranda appended, in order that the requisitions may be framed with strict economy, and limited to the actual and necessary requirements of the public service.

B. HAWES.

MEMORANDA.

1. No articles but those enumerated are to be inserted in this demand which is to be transmitted to the Under Secretary of State for War, War Office, Pall Mall, S.W., so as to arrive from foreign stations on or before the 1st June, and from home stations on or before the 1st September in each year.

2. It is to be distinctly understood that the stationery herein demanded is for service of the year succeeding that in which the demand is made, and it is therefore not due at the station until the first day of the following January.

3. The articles enumerated at page 2 of the form, together with others of a ble nature, must be left by an officer quitting a station in the charge of

* May be had on application at the War Office.

his successor. The cause of any deviation from the regulations must be shown on the demand. Rules as to Supplies in Kind.

4. The quantity of every article remaining on hand at the date of making the demand must be shown, whether a supply is required or not.

5. Regulation books, printed forms, store ledgers, and store ledger paper, should be demanded on the form of requisition provided for that purpose.

Engineer demands for mathematical instruments, colours, and other drawing-room articles, are also to be made separately, and sent to the inspector general of fortifications.

6. The Secretary of State for War requests that the strictest economy may be exercised in the use of all articles of stationery supplied, and that letters on the public service, when they occupy one page only, may be written on half sheets of paper. When demands are unusually large, cause should be assigned, otherwise the supply will be reduced.—D.L.

War Office.

W. O. Circ., 861. HOME AND FOREIGN. *18th May*, 1864.

THE Secretary of State for War has decided, in concurrence with His Royal Highness the Field Marshal Commanding in Chief, that in future, supplies of stationery for court-martial purposes should be obtained in all practicable cases by the officiating judge advocate from the Adjutant General's Office, or the brigade office of the district in which the court-martial is held.—G. For Courts Martial.

EDWARD LUGARD.

STORES.

1.—GENERAL REGULATIONS.

W. O. Circ., 19. HOME AND FOREIGN. 1*st Dec.*, 1856.

Reports of Attendance.

STOREKEEPERS are desired to keep daily returns of absence and attendance of all the officers employed in their establishments, according to the accompanying Form, S. No. 47.

Storekeepers will also make out on the enclosed Form, S. No. 48, from such daily reports, a consolidated quarterly report, showing the total absence and actual attendance of each gentleman during the quarter, and forward, at the expiration of each quarter, such consolidated report to this office for record.

The proper forms for complying with this order will be obtained in the usual manner—viz., on demand from the storekeeper at the Tower.

JOHN ROBT. GODLEY.

The Storekeeper.

S. No. 47. War Department, ——— 185 .

DAILY REPORT of Attendance at this Station ———.

Absent this Morning.		Absent Yesterday.					Actual Attendance Yesterday.		
Names of the Gentlemen.	How Accounted for.	Names of the Gentlemen.	How Accounted for.	Duration of Absence.			Names of Gentlemen.	From	To
				D.	H.	M.			

Note.—Every absence not reported as with leave, or in consequence of sickness, is to be reported as absence without leave.

Signature of Storekeeper, ———.

S. No. 48. War Department, ——— 185 .

ABSTRACT OF Attendance for the Quarter ending ———.

Name.	From	To	No. of Hours at Six Hours a day.	Amount of Time given, as shown by the Daily Reports.		Absence.				Any Remarks which the Storekeeper may think proper to make, showing any individual case of particular zeal and assiduity.
						Sick.		Other Causes.		
				H.	M.	H.	M.	H.	M.	
TOTAL,										

A. Signature of Storekeeper, ———.

W. O. Circ., 80. HOME AND FOREIGN. *27th March*, 1857.

Stores, d from Na Establish ments.

THE Lords Commissioners of the Admiralty having forwarded to the Secretary of State for War various claims for the repayment of the cost of stores supplied, or for work performed in the repair of boats, and other services, by Her Majesty's naval establishments at home and abroad, for departments of the War Office, such of these claims as have been found to be unsupported by the receipt of the departmental officer into whose charge the stores were delivered, have been necessarily postponed until the requisite proof of the supply shall have been obtained.

In order to prevent the recurrence of the like delay in the future settlement of claims from the Admiralty, and for the better regulation of such transactions in future, the Secretary of State for War desires that the attention of the officers of the several departments of the War Office may be drawn to the subject, and that they be informed of their obligation to give certificates for all stores received by them respectively from Her Majesty's naval establishment, or for work performed, and to specify in such certificates the date of authority upon which the stores may have been obtained or the service performed, and also to state therein that the stores received have been duly brought on charge in the store accounts of the officer giving the receipt.

The Secretary of State for War therefore desires that all officers commanding the Royal Artillery and Royal Engineers, as well as all storekeepers at home and abroad, will adopt such measures as they may deem necessary to carry this order into full effect, with the least possible delay after the receipt hereof.—N.

B. HAWES.

W. O. Circ., 186. *7th Dec.*, 1857.

Inspecti of Store

THE Secretary of State for War having had under his consideration that portion of the Circular Order of the Master General and Board of Ordnance, dated 2d October, 1826, relative to the inspection of stores received from contractors, which enjoins that an officer of artillery, with the storekeeper, be called in to inspect together such stores as may be supplied by contractors or others:

His Lordship has decided that in future the attendance of an artillery officer on these occasions will not be necessary, as the military storekeeper will be held strictly responsible for the fitness of all stores received into his charge for the public service.

The paragraph of the order above referred to is therefore cancelled.—C.

B. HAWES.

W. O. Circ., 269. HOME STATIONS. *12th June*, 1858.

Repairs Buildings &c.

WITH reference to Article 175, page 49, Home Regulations, military store officers are directed to transmit their requisitions for repairs, alterations, or additions to the military store buildings or premises at their several stations, which they propose to introduce into the annual estimates for works and repairs, to the director of stores, who will forward the same, with such observations as he may think necessary, for the opinion of the inspector general of fortifications, previously to their insertion in the estimate of the district commanding engineer.

These requisitions are to be forwarded not later than the 1st of July of this and every succeeding year.—B.

The Military Store Officer in Charge. B. HAWES.

W. O. Circ., 352. *30th Nov.*, 1858.

Inspection of Stores for Sale.

WITH the view of preventing the possibility of War Department stores being at any time sold by auction which might be made available for some other branch of the service:

Secretary Major General Peel desires that, in future, when stores are lotted for sale, they may be again inspected, in order to ascertain, not only whether they are fit for use in the department to which they appertain, but whether they are wholly inapplicable to the public service; and to this end it is desired that before any sale takes place, a manuscript catalogue, certified according to the annexed form, be transmitted to this office for approval. B. HAWES.

The Senior Military Store Officer.

Form of Certificate.

We hereby certify that the stores enumerated in this list have been examined by us, and we are of opinion that the same are unserviceable, and unfit for use in the public service.

We therefore recommend that they be disposed of by auction in the usual manner.—A.

To be signed by Heads of Departments at Woolwich, and by Inspecting Officers at other Stations.

W. O. Circ., 498. *7th Nov.*, 1859.

Custody and Inspection of Stores.

SIR,—Having, in conjunction with His Royal Highness the General Commanding in Chief, considered that the existing arrangements for maintaining the stores in possession of the commanding officer, Royal Artillery, and the military storekeeper, in a state of perfect efficiency require revision, I have the honour to transmit for your information and guidance the enclosed amended regulations, which contain,—

1. Special directions and heads of inquiry, to be substituted for those relating to the *artillery* and *store* branches, inserted in Circular of the 19th October, 1857, No. 156.
2. Regulations relative to the office and duties of the "inspectors of warlike stores and fire-masters" at foreign stations.
3. Form of the yearly inspection report of the general commanding on the military store branch.
4, 5, 6. Instructions to officers taking surveys and remains of stores in charge of the military storekeepers.

As you are responsible for the efficiency in every particular of the garrison under your command, I am of opinion that, by a close attention to the duties of inspection as prescribed by this circular, you will be able at all times to satisfy yourself as to the state of the stores in charge of the officer commanding Royal Artillery and the military storekeeper.

I have, &c., SIDNEY HERBERT.

The General or other Officer commanding the Forces at ——.

REGULATIONS FOR THE CUSTODY AND INSPECTION OF WARLIKE STORES, &c.

No. 1.—The following SPECIAL DIRECTIONS and HEADS OF INQUIRY are substituted for those relating to the ARTILLERY and STORE BRANCHES inserted in Circular, 19th October, 1857, No. 156.

Artillery Branch.

Are the ordnance, carriages, and traversing platforms mounted on the al defences kept in serviceable condition and working order, and with

their proportions of side arms and small stores, under proper military protection? Do any of the carriages want painting, or the guns or shot lacquering? and when was this last done to them? Custody and Inspection of Stores.

2. What are the proportions of made-up ammunition allotted for immediate service of the mounted ordnance? Is this quantity, in your opinion, sufficient? What quantity is loose in the bays? and how much made up in cases or barrels? Are the expense magazines in proper condition, and under adequate military protection? Are they bomb-proof?

3. Are the service field guns, with their carriages, ammunition, and equipments, in efficient condition, and under suitable cover and protection?

4. Are the military stores in possession of the commanding officer of artillery of a thoroughly efficient and serviceable character, in every respect fit for the requirements of the service, and in just proportions? If there is excess or defect of any articles, enumerate them.

Military Store Branch.

1. *Annual Surveys.*—With a view to ascertaining the state and number of the stores actually in possession of the military storekeeper, you will each year, or oftener if required, appoint a properly qualified officer (*to be assisted in the duty by naval and military officers*) for the purpose of effecting a survey of the stores in charge of the military storekeeper, who will certify as to the general condition of the stores, the way in which they are kept, and whether any portion of them is obsolete or unfit for service from any cause; and he will also certify to the general correctness of the numbers on charge, by selecting such articles as he may think proper, and causing them to be counted or weighed, so that from these examples an approximate opinion may be formed as to the state of the general store. This survey must be held so as to enable you to report to the Secretary of State not later than the month of October in each year. (See *Instructions.*)

2. *Quinquennial Remains.*—Once in every five years you will cause a complete remain or taking of stock to be effected in lieu of the above survey, and appoint a properly qualified officer to perform that duty. (See *Instructions.*)

3. In order to ensure that all munitions of war in charge of the commanding officer of artillery and military storekeeper are kept in a thorough state of *efficiency*, you are requested to direct the commanding officer, Royal Artillery, and the storekeeper, to make an inspection at least once in six months, or oftener if necessary, of all such munitions; and, that this inspection may be performed effectually in every respect, they are to be assisted by a competent officer, to be designated inspector or assistant inspector of warlike stores, and fire-master. (See *Regulations* annexed.) Powder, rockets, fuzes, ammunition, and other combustible stores, are to be subjected to the minutest examination and the requisite proof; and you are to report the results of this inspection, *in detail*, to the General Commanding in Chief, for the information of the Secretary of State for War. These inspections should be made at such periods of the year as will allow of the reports to arrive in England in the months of October and April.

4. In order to secure the best mutual intelligence between departments which, in some respects, are dependent on one another, and a knowledge of each other's wants and resources, it is desirable that the officer commanding the Royal Artillery, the commanding royal engineer, and the military storekeeper, should once a year, or oftener if necessary, make a conjoint inspection of the works, magazines, stores, workshops, &c., of all their departments, not as a board, or with any view to a joint report, but that neither should have any excuse for not being personally acquainted with

[illegible] and [illegible] of stores.

anything that the interest of the service requires him to know in the department of the other, and for the opportunity that would thus be afforded to each of calling attention on the spot to requirements which it may be the departmental duty of the others to know. A minute of their meetings should be entered by the military storekeeper, as the most permanent of the three officers, in his journal or day book; and a certificate that such inspections have been made, stating the names of the officers attending, and when, should be handed to you, preparatory to your making your annual inspection report.

5. As the full proportion of military stores required to maintain the efficiency of the service includes those to be kept in charge of the commanding officer, Royal Artillery, together with those held in reserve by the military storekeeper, these officers will consider their respective annual demands [illegible], with reference to their united store, making due allowance for the proportion, if any, which may be required to be maintained for the navy. Should it be needful at any intermediate periods to increase the store, or to replace any articles found defective, unserviceable, or otherwise unsuited to the service, you will direct those officers to propose, in like manner, demands for your approval and transmission to the Secretary of State for War, to supply their respective wants.

6. As it is also of importance that the store of intrenching tools should be adequately maintained, the demands for them should form the subject of special consideration. The military storekeeper should, therefore, at the proper period of the year, communicate with the commanding royal engineer on the [illegible] and [illegible] of intrenching tools and other materials of the engineers for military operations, in store, and upon their conjoint consideration the storekeeper's demand should be prepared and submitted for your approval. (See *Elsewhere Regulations*, section 9, page 44.)

7. As a general rule, you are requested to see that all demands for stores, and applications for additional temporary assistance, or increase of the pay of temporary clerks and other subordinates of the several branches, are supported by explanations sufficient, in your opinion, to warrant their transmission for the approval of the Secretary of State for War.

8. That the storehouses and magazines may be kept unencumbered by obsolete, unserviceable, and useless stores, the commanding officer of artillery is to return all such without delay to the military storekeeper, by whom they will be brought under the usual half-yearly survey with similar stores in his own charge, and steps taken, agreeably to the regulations of the service, for their disposal.

9. Your attention is requested to the General Order 19th April, 1856 Z—1266—3, which directs that no stores belonging to this department are to be furnished to, or for the service of, any colonial governments, until the sanction of the Secretary of State for War has been obtained, except upon a certificate of emergency from the governor of the colony, and by your authority, which should be reported; and also, that all stores supplied to colonial governments are to be paid for, unless otherwise specially directed [illegible] the Secretary of State for War.

Your order will be required for all issues of stores not previously [illegible]ned by authority from this office, and you will without delay report [illegible]rder to the Secretary of State, explaining at the same time your [illegible] for granting it.

The annual certificate for increase of pay for the head of the store [illegible] in your command will in future be submitted to you for approval or [illegible]ise, as you may think fit. You will also transmit the half-yearly [illegible]ntial report respecting that officer, as prescribed by Circular No. 255.

12. You will transmit answers to the several queries in the annexed form of the yearly inspection report, together with such other observations as you may think it your duty to bring to the notice of the Secretary of State for War. B. HAWES.

Custody and Inspection of Stores.

No. 2.—REGULATIONS for the Office and Duties of INSPECTORS of WARLIKE STORES and FIRE-MASTERS at FOREIGN STATIONS.

1. These officers will be divided into two classes, designated—1st. Inspector of warlike stores and fire-master; 2d. Assistant inspector of warlike stores and fire-master. Officers of the Royal Artillery will be selected for the execution of these duties, and the appointment will be held, as a general rule, for five years. The pay of the "inspector" will be 5*s.* per diem, with forage allowance for one horse; and that of the "assistant inspector" will be 2*s.* 6*d.* per diem, without forage, the same as that of the existing assistant fire-master.

2. Previously to appointment these officers will have to pass through a course of instruction in the manufacturing departments, and receive a certificate of competency from the respective superintendents.

3. They will be stationed as follows:—

Inspector of warlike stores and fire-master—Barbadoes; Cape Town; Gibraltar; Halifax, N.S.; Hong Kong; Malta; Quebec.

Assistant inspector of warlike stores and fire-master—Corfu; Mauritius; St. Helena; Ceylon; Bermuda.

4. The inspectors and assistant inspectors will perform all the duties hitherto performed by the assistant fire-master, and also effect, or supervise, if effected by the military storekeeper, any repair which it may be desirable to execute at the stations, in the fitting of guns or in carriages, &c. In these duties of manufacture or repair, these officers will communicate with, and be under the direction of the superintendents of the manufacturing departments concerned, while, as respects their duties as inspectors, they will be under the orders of the commanding officer of Royal Artillery.

5. It will be their duty to assist the commanding officer of Royal Artillery and military storekeeper in the half-yearly or other inspection of munitions of war, in charge of the commanding officer of Royal Artillery and the military storekeeper.

6. They will prepare the annual report of the proof of powder, and transmit it to the superintendent of the Royal Gunpowder Factory at Waltham Abbey, in time to arrive in England in the month of October in each year.

7. The annual proof report of powder is to be countersigned by the military storekeeper, to show that he has been made acquainted with the state of the powder in his charge, and thus enabled to take steps, with the sanction of the general commanding, to replace such quantities found unserviceable (if any) as may be necessary.

8. The general duties of these officers, as fire-masters of the laboratories at foreign stations, will be to repair or re-make laboratory stores, or to manufacture such as may be wanted on emergencies, when time will not allow of supplies from England, and to attend carefully to the condition of all combustibles in the different magazines at the station or within the command, viz.:—

Powder in barrels, or made up into cartridges; small-arm ammunition, ball and blank; shells, carcases, rockets, fuzes, tubes; composition of sorts; portfires, quickmatch, &c.

9. They will from time to time inspect the magazines, to ascertain that the regulations as to stowage, ventilation, &c., are properly observed.

Custody and Inspection of Stores.

10. Previously to any issues of the before-mentioned stores for service, they will, on the requisition of the military storekeeper, examine them, and ascertain that they are in a serviceable state, and fit for issue.

11. In like manner, on the return of any of these stores from ships of war or any other service, they will be called upon to examine and certify their state and condition, in order that they may be correctly brought upon the storekeeper's charge.

12. Stores will be made, re-made, or repaired by them, so far as the means of the station afford, on the requisition of the military storekeeper, sanctioned by the general or other officer commanding the troops.

13. The only articles to remain in the permanent charge of these officers are implements for use, and such few materials as may be necessary for departmental purposes, which should be annually demanded through the military storekeeper, who will incorporate them, with the demands from other services at the station, in his annual demand transmitted to the Secretary of State for War.

14. These officers will keep a *store ledger*, showing all the tools, implements, &c., in use; the materials received and converted in the manufacture or repair of stores; also the number of stores delivered to the military storekeeper. A copy of this ledger is to be transmitted, with its vouchers, for examination, to the Secretary of State for War, on the 31st March in each year.

15. All stores made, repaired, or examined, are to be immediately delivered to the military storekeeper, in order that the total available charge at the station may be distinctly shown in the aggregate of the accounts of the latter officer.

16. The inspector of warlike stores and fire-master is to report quarterly to the superintendents of the respective manufacturing departments, for the information of the Secretary of State for War, the work performed under his direction, the number of persons employed, and the materials expended, agreeably to the regulations, Form "Foreign E.," "W. O., No. 1158."

17. All vouchers for expenditure incurred by the inspector of warlike stores and fire-master, whether in the purchase of materials or in pay or wages, will, as directed in Article 16 of "Instructions for the Conduct of Cash Business of the War Office Abroad," dated 19th October, 1857, with respect to the executive officers, be prepared by them and transmitted to the military accountant, with an order thereon for payment in the prescribed form.

18. In order that full and accurate knowledge of the peculiarities of these stores may be available for the information of the storekeepers, inspectors, and other officers concerned, patterns or lithograph drawings of all new or altered munitions of war, with description of their natures and the services to which they can be applied, will be sent with the first supply. These are to be kept in charge of the military storekeeper, properly arranged for inspection, with an alphabetical list thereof, showing the dates of approval and when received, together with such other explanatory information as may be necessary.

19. As the responsibilities of the inspectors and military storekeepers are distinct and independent, whilst their duties are very closely connected, it is essential that a cordial co-operation be maintained in all their arrangements necessary for the due performance of these important services.

B. Hawes.

No. 3.—THE YEARLY INSPECTION REPORT of the General or other Officer Commanding at ——, on the Military Store Branch. To accompany the Annual Report of Survey, under the Circular Order of the Secretary of State for War dated —, 1859, No. —. Dated —. Custody Inspecti of Store

QUERIES.	ANSWERS.
1. Is the establishment sufficient, and not more than sufficient, for the performance of the duties?	
2. Is the supply of military stores on hand in your opinion sufficient, and not more than sufficient, for the requirements of the station, including probable wants of the navy?	
3. Are the military stores of a thoroughly efficient character, and in every respect fit for the requirements of the service?	
4. Are the store houses, magazines, and buildings attached to the store branch, in your opinion equal to or beyond the requirements of the service, and are they maintained in good repair?	
5. Are the duties of the store branch properly and promptly executed in meeting the requisitions made upon it by the other branches of the service?	
6. Are the stores generally well arranged, so as to secure expedition and prevent confusion and mistakes in their issue?	
7. Are the various natures of shells and fuzes so separately arranged that each description can be immediately distinguished, and their respective numbers readily ascertained?	
8. Does due attention appear to have been taken to keep the stores from injury, from damp, dust, &c.; *for instance*, have the small arms been properly cleaned, oiled, and repaired when necessary?	
9. Are tally boards or labels attached to the several bays, bins, &c., showing the number of each description of store? Do the numbers agree with the ledger balance and the number actually in store? A general conclusion may be drawn by actually counting in a few instances.	
10. Are the obsolete stores properly separated from those that are current in the service, so that the most convenient arrangement of the latter for immediate use can be made?	
11. Have proper steps been taken to dispose of all obsolete and useless stores, in order to prevent any inconvenient incumbrance and unnecessary occupation of store accommodation?	
12. Have the regulations respecting the ventilation of magazines been observed, and the barrels of powder and ammunition so arranged as to allow of a proper circulation of air? And are the magazines in a good state of repair and free from damp?	
13. Are the ledgers posted up to the day, or how many days are the entries from the day books in arrear?	

	Queries.	Answers.
stody and spection Stores.	14. Are the latest patterns and drawings of stores properly arranged and recorded, with the necessary information respecting them, by the military storekeeper, as directed in the 18th Article of the "Regulations for the Office and Duties of the Inspectors of Warlike Stores?"	
	15. Are the regulated hours of attendance in the office and by the labour establishment punctually kept?	
	16. Are the arrangements complete and satisfactory with reference to the means for extinguishing fires?	
	17. In what year was the last remain of stores in charge of the military storekeeper taken?	

General Observations.

The Secretary of State for War, &c. ——, Signature.

No. 4.—Instructions to ——, nominated by ——, to take the Survey of Stores in charge of ——, Military Storekeeper at ——, under the Circular Order of the Secretary of State for War dated ——, 1859, No. ——. Dated ——, 18—.

1. Having nominated you to act in behalf of Her Majesty's Secretary of State for War, you are to join in a survey to be taken of all the military stores in charge of ——, the senior military store officer at ——, in which duty that officer is to participate. For the naval stores a naval officer, and for the military stores a combatant military officer will be added to the committee; if it so happen that any one or more of such additional officers do not attend to form a part of the committee, the survey is to proceed without them; *but the reason of any absence is to be noted in your report to me.*

2. Having apprised the admiral or senior naval officer at the station that a survey is about to be taken, and requested him to appoint a naval officer to assist in this duty, you will meet the officer whom he may nominate at the military store office at the time ordered for its commencement.

3. Although the survey is not intended to be *minute* stock-taking, you will nevertheless take care to satisfy yourself *generally* that the apparent numbers or quantities correspond in your opinion with the figures expressed in the store ledger; you will therefore have recourse to a tally, to the scales, or the measure, as often as you may think it necessary to verify the exact quantity. For instance, you will count cases or packages of arms or of any other articles, first ascertaining the contents of one, two, or three cases taken *indiscriminately* from the whole, and you will estimate on these data the whole quantity or number of the articles. With respect to loose articles, you will select such as you may think proper to count, weigh, or measure, for comparison.

4. When the survey shall be completed, a report is to be prepared, stating that in the opinion of the committee the several stores enumerated in the ledger are actually on the War Department premises at the station or otherwise, as it may be found, and a list is to be added of such stores as have been actually compared with the ledger, showing their agreement or disagreement, as the case may be. This report is to be signed by all present at the survey, and will terminate the labours of the committee.

5. You will by every means in your power endeavour to close the survey in as short a time as the nature of the duty will allow.

6. You will be particular, at the first assembling of the committee, to pre-

sent these instructions for the perusal of every officer who is to co-operate in the survey as a member of the committee.

Custody at Inspection of Stores.

7. You will be further guided in the survey by the ordnance regulations, more especially as laid down in the following orders, which the military storekeeper will produce for your information, viz. :—23d April, 1823; 23d July, 1827 (S—4318); 11th July, 1847 (E—2442); 15th August, 1853 (H—161). And you will ascertain and state in your report whether the military store officer adheres to the regulations or not.

——, Signature.

No. 5.—INSTRUCTIONS for the more immediate guidance of the Officers appointed to conduct the SURVEY OF STORES in charge of the Military Storekeeper at ——, under the Circular Order of the Secretary of State for War, dated ——, 1859, No.——. Dated——.

The Naval and Military Officers

Will satisfy themselves as to the state of the stores, and report whether *they are* or *are not*, to the best of their belief, in good condition, and fit and ready for immediate issue for service.

The Gentleman who acts on behalf of the Secretary of State for War,

After the survey shall have closed, will ascertain from the senior military store officer whether the quantity of stores in his charge is sufficient to meet the probable wants of the service; the particular articles, if any, that may be considered surplus and available for service at other stations, as also any that may be wanted to complete the stores to their proper proportions. These particulars he will specify in a report to me, enclosing the list or lists of stores which the committee shall have examined by tally or otherwise. He will state in this report the time when the survey commenced, and when it ended, adding any observations about it which he may think fit.

He will further report how far in his opinion the amount of stores and the arrangements for the stowage and the security of the stores are proper and sufficient; also whether the stores are in good condition and well kept, or otherwise. Should any of the buildings be in a dilapidated state, and the stores likely to be injured thereby, and should he understand, by inquiry of the senior military store officer, that no steps have been taken towards effecting the necessary repairs, he will note the same on a separate paper; but it is not intended that he should offer any suggestions either for erecting new buildings or alterations to old ones. A form for the report is enclosed, which, with the other documents, is to be sent to me for transmission to the Secretary of State for War.

He is, moreover, to request the senior military store officer to take a copy of the list of stores made by the committee of survey, and *to inform him by a written memorandum* that he is to send such explanations as he may have to offer respecting any discrepancies which may be shown, as compared with the number on the store ledger, to me for transmission to the Secretary of State for War as soon as possible after the survey has been closed.

——, Signature.

Form of Report.

Survey at [*place to be inserted here*]. ——, 185—.

Report on the survey of military stores in charge of [*name of storekeeper here*], senior military store officer at [*station here*], taken in pursuance of instructions from ——, dated ——, and containing such observations as have occurred at the station conformably to such instructions.

Survey { Commenced ——.
Ended ——.

Custody and Inspection of Stores.

Present.

Naval or military rank. Names.
——, for the Secretary of State for War.
——, [*If commanding, to be* {Royal Artillery
——, *inserted accordingly*] *or* {Royal Engineer.
——, of the —— Regiment.
——, of Her Majesty's Ship ——.
——, Senior Military Store Officer.

Directions.

The whole of the report, with the exception of the above introduction, to be written on the left hand moiety of each side of the paper, as these directions are; and the person nominated to act for the Secretary of State for War is to sign his name at the end, and affix the date when he completes his report; and if there should not be any naval or combatant military officer, as required by the instructions, to join in the survey on the spot, *it is to be noted accordingly on the line allotted for such officer's name by the above form.*

The Officer Commanding the Troops at ——.

No. 6.—INSTRUCTIONS to ——, nominated by ——, to take a REMAIN OF STORES in charge of the Military Storekeeper at ——, under the Circular Order of the Secretary of State for War dated ——, 1859, No.——.

Dated ——.

1. Having nominated you to act on behalf of Her Majesty's Secretary of State for War, to take a remain of all the military stores at ——, in charge of ——, the military store officer, under Order dated ——, you will, on the receipt hereof, proceed to confer with ——, and make such arrangements as may be necessary for commencing this duty, in order that the same may be completed as soon as possible.

2. The remain is to proceed day by day without intermission (except Sundays, or under very special circumstances, which are to be noted in the day book hereafter referred to); and if any short interval during the day be found necessary to be given to the labourers employed on this duty for refreshments, it is to be occupied in getting up the books, so that when the tally ceases the account may be immediately rendered.

3. Every day's work is to be entered in books to be kept by yourself and by the military store officer, which are to be examined and signed daily by all parties. It is expected that the military store office will be able to furnish books for the occasion.

4. A remain ledger is to be kept, for the purpose of obtaining a total of each article, and for the entry of all receipts and issues occurring in the course of the remain, by which the total may be affected. It is to be posted from one of the day books, and examined at the end of the remain *with your book and the books kept by the other persons* employed on this service; and from such ledger collected accounts are to be made out, in *original and duplicate*, showing the total of every article in store and actually in charge of the military store officer on the day the remain closes. All the parties concerned in taking this remain are to sign these collected accounts, and the senior military store officer is to give a receipt on such accounts, acknowledging himself to have been put in possession of the several articles therein

enumerated. The articles are to be alphabetically arranged in the collected accounts. One account is to be left with the senior military store officer, and the other account transmitted with *your day book* to me for transmission to the Secretary of State for War. Custody and Inspection of Stores.

5. As the remains henceforth to be taken are not intended to include surveys of stores, it will be sufficient, in respect to any articles which appear to be in a worse condition than that in which they stand on charge, that they be laid aside or marked, for the purpose of being submitted (at the earliest opportunity after closing the remain) to such a board of survey as is required by the Regulations of 19th April, 1821; but, nevertheless, they are to be taken in the remain as they stand on charge, and so included in the account.

6. In addition to the detailed list of stores taken on the remain, you are also to transmit a separate list of any of the articles included in the detailed list which may be considered to be *obsolete*, or as regards which there is not any probability that they will be required for the service; and you will note thereon the reasons for arriving at such conclusion.

7. You will also take an account, and insert it at the end of the charge, of all the official books, articles in use, fixtures, and furniture of the military store officers' department belonging to the public.

——, Signature.

NOTE.—This remain to be held in time to enable the report to be sent to the Secretary of State not later than the month of October.—C.S.

W. O. Circ., 499. *7th Nov.*, 1859.

SIR,—1. I am directed by the Secretary of State for War to transmit, for your information and guidance, the Circular dated 7th November, 1859, No. 498, addressed to the general or other officer commanding the forces, and to desire your special attention to the several subjects to which it refers, in order that, so far as you are concerned, the important object in view may be effected, which is to promote the best possible management of the stores in your charge, and to secure their being preserved in a state of perfect efficiency, and maintained in sufficient proportions to meet the probable wants of the service. Duties of Storekeepers.

2. I am to refer in particular to the 18th Clause of the "Regulations" for the inspectors of warlike stores and fire-masters relative to the series of patterns and drawings of new and altered stores which, from time to time, will be placed in your charge, and to desire that the military store officers and clerks belonging to the department under your charge will make themselves thoroughly acquainted with all changes in these and other descriptions of stores, especially such as constitute the munitions of war, so as to be perfectly familiar with the latest patterns.

3. It is to be understood that this knowledge must not be superficial, but of that practical and minute character which will enable them to give the fullest detail of the different uses and services to which the various kinds of stores may be applied, and to distinguish clearly such as have become obsolete from those which are still current in the service.

4. The Secretary of State for War desires that you will impress upon the officers serving under you that, as military store officers, their future advancement will much depend upon the extent and accuracy of their acquaintance with these important particulars, and their general knowledge of the regulations which govern the duties of their department.

5. This practical knowledge is the more imperative as the officers of the

Duties of Storekeepers.

Military Store Service will in future accompany the army to the field in the place of the commissaries of the Field Train Department.

6. You will consider it an important part of your duty as storekeeper to make yourself thoroughly acquainted with the condition of all the stores in your charge by as much personal attention as possible, and by exacting full and correct reports from your subordinate officers, artificers, and foremen. For this purpose you will, moreover, carefully avail yourself of the periodical surveys and inspections to bring under special notice all tools, implements, or other articles which may be in any way doubtful; whether it be as to unfitness of pattern, bad workmanship, or deterioration of condition, it being of the utmost importance to the service and to yourself that no well-founded complaint should be made by any department respecting the stores with which you have supplied them.

7. You will demand from time to time a supply of the forms of the annual inspection report and instructions for taking the periodical surveys and remains for the use of the general officer commanding.

8. Whenever a general remain of the stores at your station shall be taken, you will attend to the directions contained in the Circular dated 28th November, 1857, No. 178, respecting the balancing of your ledger and other particulars connected with the settlement of your charge up to the date of such remain.—D. I am, &c., J. CRAWFORD CAFFIN.

To Military Store Officers in charge of Stations Abroad.

W. O. Circ., 586. *1st May*, 1860.

INSTRUCTIONS TO THE MILITARY STORE OFFICER IN CHARGE AT PIMLICO, WITH REGARD TO THE RECEIPT AND ISSUE OF STORES.

Instructions for Pimlico.

1. THE following instructions (which are to be observed in lieu of those dated 7th February, 1859) are simply intended to provide for the distinct separation between the Storekeeper's Department and the receipt and inspection of stores received from contractors; but the military store officer in charge will be required to adhere strictly to the Ordnance Regulations in every other respect.

2. All stores given over by the inspectors are under the charge of the senior military store officer, who will make such issues as may be directed.

3. The military store officer in charge is answerable for the due care and preservation of all stores during the period they are under his charge.

4. The military store officer in charge will receive a notification of every contract entered into; and, as he is responsible that no delay takes place in the issue of stores, he will, in the event of an order being received to issue stores which are not in store, but under contract, send an extract of the order to the inspectors, who will hasten the delivery from the contractors, or expedite the inspection, as the case may be.

5. All stores from contractors will be received by the inspectors, and when inspected will be immediately handed over to the military store officer in charge, accompanied by a transit note in duplicate, which will be the authority for the stores to be taken on charge.

6. When the certificate for payment has been signed by the inspector, with regard to quality and conditions of contract, it will be transmitted to the storekeeper, who will certify that the articles have been taken on charge, and transmit the certificate to the accountant general.

7. The military store officer in charge will be careful to transmit the transit notes as vouchers for each entry in his ledger, and to quote the number of each note on the certificate.

8. All stores returned from regiments will be received by the military

store officer in charge, who will prepare them for the survey of the inspectors on returned store notes in the usual manner. Instructions for Pimlico.

9. The military store officer in charge will transmit a monthly return of all certificates sent during the preceding month, stating against each the date when it was received from the inspectors.

10. The military store officer in charge will keep the necessary check of all persons employed under him, and will prepare, examine, and certify the cheque books and pay lists, agreeably to regulations.

He will also pay the establishments employed under the inspectors and the superintendent of the clothing factory as well as his own.

11. The store buildings allotted to the storekeeper will be under his charge, and he will make such arrangements as he may consider necessary to ensure the safety of the buildings and stores entrusted to his charge.

12. Any requisitions for ordinary repairs should be addressed to the inspector of works.

13. Articles for use or stores required for carrying on the general duties of the department will be kept by the storekeeper, who will issue to the inspectors and to the superintendent of the clothing factory such articles as may be required by them.

14. During the hours that the depôt is closed, the keys of all the departments will be entrusted to the resident foreman of the Storekeeper's Department, who will see that all the storehouses are open at the proper hour for commencing business.

15. When articles are required to be made in the clothing factory, the military store officer in charge will transmit to the superintendent an extract of the authority to provide or to issue, and will furnish that officer with whatever materials he may require.

The garments, when sent in, will be accompanied by a transit note, which will be the storekeeper's voucher for receiving the articles on charge.—P.

J. Crawford Caffin.

W. O. Circ., 732. Home and Foreign. 21*st Dec.*, 1861.

By order of the Secretary of State for War, the following method of marking stores and packages provided for service of an army in the field is to be substituted for the mode prescribed by War Office Letter, 18th October, 1859 (57, Hong Kong—720), in order to prevent the misunderstanding arising from their being marked according to *departments*, instead of to the *general store* available for all services to which they may be respectively applicable; the object of the marks being only to facilitate their collection and arrangement in the stores of the Military Store Department, and to expedite their issue in detail as required to meet the current wants of the service, and in no way to admit of the supposition that they belong exclusively to departments in particular. Marking Stores for Field Service.

1. Field Ordnance, with their carriages of all kinds, side arms, shot, empty shell, &c., } A blue ball.

2. Siege Ordnance, with carriages, shot, empty shell, stores, and appurtenances of all kinds, ... } Two blue balls.

3. Naval Ordnance and Stores, including shot and empty shells, . } A blue ball and a red diamond.

4. Small Arms and Accoutrements, small arm implements and materials, . . . } A red ball.

Marking Stores for Field Service.

5. Gun and Small Arm Ammunition, and combustible stores, including live shells, ...	Two red diamonds.
6. Harness and Saddlery for all services, including packsaddles, . . .	A black horse shoe.
7. Clothing and Necessaries, including every item connected with the same,	A black heart.
8. Camp Equipage, including every article of the class, excepting intrenching tools, ...	Two black triangles.
9. Hospital and Barrack Stores, .	Two black crosses.
10. Medical Comforts, . . .	One black cross.
11. Food, Forage, Fuel, and Light,	A green trefoil or club.
12. Medicines and Medical Instruments,	A red cross.
13. Wagons and Carts for transport of stores, ...	Two black horse shoes.
14. Engineer Field and Siege Stores, Pontoon Equipments, Intrenching Tools, Nails, &c., ...	One black square.
15. Hutting and Building Materials, except Nails, ...	Two black squares.
16. Miscellaneous Stores, . . .	A red triangle.

M.
J. CRAWFORD CAFFIN, *Director of Stores.*

To Military Store Officers.

W. O. Circ., 756. HOME AND FOREIGN. *1st May*, 1862.

Prices.

THE Secretary of State for War having approved of a list of cost prices of arms, accoutrements, materials for repair of small arms and saddlery,* corrected to the present time, the same is enclosed for the information and guidance of military store officers, in continuation of the list published in Circular 637.—P.

To Military Store officers in Charge. B. HAWES.

W. O. Circ., 765. HOME AND FOREIGN. *18th June*, 1862.

Regulating Stock on Hand.

THE Secretary of State for War, considering the extensive provision of stores of all kinds which it has been deemed expedient to make during the last few years with reference to actual or possible emergencies, directs the attention of commanding officers, Royal Artillery and Royal Engineers, military store officers, barrack-masters, purveyors, and others, to the necessity of refraining from demanding further supplies until the quantities

* May be had on application at the War Office.

on hand, if in excess, have been reduced to what may be considered a fair proportion, equal to the ordinary wants of the service. Regulating Stock on Hand.

With the exception of the more important articles, such as guns, carriages, small arms, powder, ammunition, intrenching tools, camp equipage, &c., of which the reserves must necessarily be large, owing to the length of time occupied in their manufacture, and for other reasons, it has hitherto been considered that, generally speaking, a store equal to the expenditure of one year and a half, or two years, would be sufficient to prevent any delay in the completion of all service requisitions occurring before the next annual demand could be supplied; but the Secretary of State desires that this rule should only be adopted in cases where it may be absolutely necessary; and that, wherever compatible with the necessary supply and efficiency of the service, a smaller amount should be maintained.

In order to reduce as much as possible the estimates to be in future proposed to Parliament, the Secretary of State has directed the amount of stores in hand at each station to be carefully investigated, and the surplus, if any, at one station made available for the deficiency at another. For this purpose, the attention of military store officers is called to the triennial returns instituted by Order 3d September, 1850 (P—1219), "*for the adjustment of any excess which, from time to time, may be indicated by the average consumption of stores, or the well-considered probable wants of the service.*" Military store officers in charge are therefore to prepare these returns for the consideration of the Secretary of State with as little delay as possible. At foreign stations they are to be submitted to the general or other officer commanding, who will transmit them, with such observations as he may have to offer, to the Secretary of State.

Moreover, in order that the Secretary of State may be enabled more readily to compare the store with the requirements of the station, military store officers for the future will insert in red ink in their ledgers (above "*the State*") the proportion of each article of which a specific number has been directed to be held in charge, and of others the number or quantity which the nature of the article or other circumstance may render it, in their opinion, *really* necessary to keep always in store.

Military store officers, barrack-masters, and others concerned in the preparation of demands, are further required to be particularly careful in filling up with accuracy the several columns in the printed form of demand, especially that which shows the average annual issues, and to furnish full and particular information in justification of the numbers of the several articles demanded.—S.

EDWARD LUGARD.

To Commanding Officers, Royal Artillery and Royal Engineers, Military Store Officers, Barrack-masters, Purveyors, and others.

W. O. Circ., 824. HOME AND FOREIGN. *26th May*, 1863.

THE instructions contained in Circulars Nos. 514 and 632 have been cancelled by direction of the Secretary of State, with the concurrence of His Royal Highness the Field Marshal Commanding in Chief, and the annexed regulations* respecting the demand and supply of stores and ammunition are to be in future strictly adhered to by officers in command of the troops at home and foreign stations, and by the several departments concerned.—D. Demand and Supply.

EDWARD LUGARD.

* May be had upon application at the War Office.

STORES.

2.—RETURNS AND ACCOUNTS.

W. O. Circ., 11. HOME AND FOREIGN. 31*st Oct.*, 1856.

IN order to facilitate the examination of store ledgers, each article enumerated in the several receipt and issue vouchers must, for the future, be plainly marked in the margin, with the number of the ledger folio on which it is posted. Transcript Ledger.

That this may be effectually carried out at stations from which a *transcript* ledger is forwarded, *differing in the number of folios from the original*, it will be necessary that store accountants be careful to number the folios of the *transcript*, not according to the consecutive pages thereof, but with reference to the paging of the *station ledger;* it being presumed that the pages marked in the vouchers will be those of the station ledger inserted at the time the several stores are posted.

A specimen of a page of a *transcript* ledger thus numbered is subjoined.

The Storekeeper, War Department. J. R. GODLEY.

1 (*The Page of Station Ledger*).		2 (*Page in Station Ledger*).
	Accoutrements, &c.	Ammunition.
STATE:— Various Receipts,		
Total Receipts,		
Total Issues brt. up,		
REMAIN:—		

		5 (*Page in Station Ledger*).
	Ammunition, continued.	Brushes, &c.
STATE:— Various Receipts,		
Total Receipts,		
Total issues brt. up,		
REMAIN:—		

W. O. Circ., 15. FOREIGN. 26*th Nov.*, 1856.

Forwarding ledger and returns abroad.

1. THE store ledgers and every periodical return required by the regulations must be transmitted to the Store Department at the *prescribed dates*. Pressure of business will not be accepted as an excuse for delay.

2. Storekeepers will be held strictly responsible for taking the initiative in the maintenance of a store at their respective stations sufficient to meet the *known* and *probable* wants of the service in their respective districts, by means of the annual or intermediate demands submitted for my consideration.

3. In the preparation of demands for barrack, artillery, and other services, storekeepers are strictly enjoined to pay special attention to the accurate insertion, in the proper column of the demand, of all such stores as they can supply in aid thereof.

4. If the stores demanded by storekeepers are not received within a reasonable time, they are to call attention to the delay.

5. All orders for the issue of stores are to be executed immediately; and whenever storekeepers may be unable to do so, such inability is to be reported at once, with the reasons for it. Should it be owing to the non-supply of their own demands, they are to refer to the date thereof, or to the date and number of the order. If the stores required should not be due to them on any previous demand, they are forthwith to transmit a requisition for them. —L.E.

JOHN ROBERT GODLEY.

W. O. Circ., 25. HOME. 17*th Dec.*, 1856.

Forwarding [illegible]

1. THE periodical returns required by the regulations *must be* [illegible] *Store Department at the prescribed dates. Pressure of* [illegible] *be accepted as an excuse for delay.*

2. The reports of the issue of stores are to be forwarded, in every instance, [illegible] after the transaction. (Article 337, page 91, Home Regulations.)

3. Storekeepers will be held strictly responsible for taking the initiative in the maintenance of a store at their respective stations sufficient to meet the [illegible] wants of the service in their respective districts by means of the annual or intermediate demands submitted for my consideration.

4. If the stores demanded by storekeepers are not received within a reasonable time, they will report the fact to me.

5. In every case where a contractor shall fail to deliver his stores on the appointed day, such failure is to be [illegible] reported to me.

6. All orders for the issue of stores are to be executed immediately; and whenever storekeepers may be unable to do so, such inability is to be reported at once to me, with the reasons for it. Should it be owing to the non-supply of their own demands, they will refer to the date thereof, or to the date and number of the order. If the stores required should not be due to them on any previous demand, they will forthwith transmit a requisition for them. —L.

JOHN ROBT. GODLEY.

The Storekeeper, War Department.

Circ., 127. 18[illegible] *May*, 1857.

SIR,—The Secretary of State for War having directed that there be laid before him annually a statement showing the cost of all the

stores purchased and expended by the War Department at home and abroad during each financial year, and the value of the stores remaining in charge of the department at the end of the year, I am directed by his Lordship to desire that in future, immediately after the 31st day of March, you will forward to this office the transcript of your store-ledger, in order that this statement may be compiled. Transcript Ledger.

It is believed that, even at the largest stations, an energetic storekeeper, with intelligent and assiduous clerks, can send in his transcript ledger for examination *much earlier* than the period hitherto allowed, provided the ledger and its transcript be kept closely posted up, so that at the end of the year the totals of the receipts and issues shall alone remain to be ascertained and the balance to be struck, instead of postponing the preparation of the transcript altogether until the year has expired.

The necessity of an early transmission of the transcript ledger will be obvious from the fact, that the valuations required by the Secretary of State cannot be commenced until the compilation of every kind of store in charge of each of the storekeepers at home and abroad has been completed and the aggregates ascertained, and also because the practical utility of this return entirely depends upon the early period within which it shall be ready for his Lordship's consideration. I rely, therefore, with confidence upon the zeal and energy of the storekeepers to prevent any delay in carrying out his Lordship's instructions.—L.

Military Storekeeper at ——. J. R. GODLEY.

W. O. Circ., 178. HOME AND FOREIGN. *26th Nov.*, 1857.

CONSIDERABLE delay having in many instances taken place in the examination of accounts of remains of stores, in consequence of the ledgers not having been closed on the date of the termination of the remain, the Secretary of State for War desires that in future, whenever a general remain of stores shall be taken, the station store ledger shall be *balanced* on the last day of the remain, and the transcript of the same (made out in accordance with the instructions laid down in Circular No. 11, Store, Home and Foreign), together with the vouchers to that period, transmitted to the director of stores, accompanied by a list of surplus and deficient stores (if any), and explanations upon them, in order that the old charge as per ledger, and the new one as per remain, may be compared, and the correct charge ascertained without delay.—L. Remains o Stores—Closing Ledger.

The Senior Military Store Officer. J. CRAWFORD CAFFIN.

W. O. Circ., 180. *27th Nov.*, 1857.

THE Secretary of State for War desires that the quarterly statement of powder barrels and copper hoops in store be prepared in future according to the enclosed form, instead of in that prescribed by the Memorandum dated 19th May, 1857; and that the statement be transmitted to the director of stores and the superintendent of powder factories by storekeepers and master gunners with their quarterly returns of gunpowder. Quarterly Returns o Powder Barrels, &c.

A supply of printed forms is sent to you herewith, and in future you will demand them as occasion requires. J. CRAWFORD CAFFIN.

Military Store Office, 15*th* ——, 185—.

QUARTERLY STATEMENT, showing the number of Common Gunpowder Barrels and Copper Hoops in Store at this Place, prepared in pursuance of Order, 14th November, 1857.

Quarterly Returns of Powder Barrels, &c.

Description.	Number of Barrels.						Number of Copper Hoops.			Remarks.
	Whole.		Half.		Quarter.					
	Filled.	Empty.	Filled.	Empty.	Filled.	Empty.	Whole.	Half.	Quarter.	
6 Copper Hoops each, ...										
4 ditto ditto, ...										
2 ditto ditto, ...										
ditto ditto, ...										
Total Barrels Copper Hooped, ...										
Ditto Hazel Hooped, ...										
Total Number of Barrels in Store.										
Total Number of Copper Hoops on Barrels, ...										
Ditto ditto loose, serviceable, ...										
Ditto ditto unserviceable, ...										
Total Copper Hoops in Store, ...										

G.

W. O. Circ., 181. *2d Dec.*, 1857.

Respective Officers Abolished.

THE Secretary of State for War having decided that the boards of respective officers at home, as well as at foreign stations, shall be abolished, the same is notified for your information and guidance.

Communications hitherto made by the respective officers as a body will, therefore, in future be addressed, by the officer to whose duties they relate, direct to the head of his department at the War Office.

It will follow that the certificates of the officers commanding the Royal Artillery and Royal Engineers will not be required in future in support of the storekeeper's own salary, or of the monthly applications for imprests; and the storekeeper will be exclusively responsible that the amount so applied for is no more than will be required for the public service.—R.

B. HAWES.

W. O. Circ., 272. *21st June*, 1858.

REVISED FORMS OF ACCOUNT CURRENT AND REQUISITIONS FOR IMPRESTS TO BE RENDERED BY MILITARY STOREKEEPERS AND BARRACK-MASTERS AT HOME.

Revised Form of Accounts, &c.

SIR,—In forwarding to you a revised form of quarterly account current, I am directed by Secretary Major General Peel to request you will bring the same into use in preparing your account for the current quarter; and as it is essential that the expenditure and receipts in your accounts should be balanced as nearly as possible, I am further instructed to desire that you will take care, whenever the balance due to the public shall exceed ›ortion of one week's average expenditure, that an explanatory state- the cause thereof shall accompany the account.

›essity for such an explanation will, however, in most cases be y a careful preparation of your requisition for the monthly imprest,

which should be forwarded in time to reach this office on or before the 23d of each month, and in which no more should be demanded than the sum which will be requisite to carry on the ordinary duties of the station, until the expiration of the month to which such requisition relates. Revised Forms of Accounts, &c.

You will therefore take care to state, when preparing the requisition, the correct amount of the balance in your hands available at the time towards the expenditure of the month to which it applies, after deducting the amount actually expended according to your account books, and the amount likely to be further expended before the conclusion of the month in which the requisition is prepared, as required by the printed form.

If any unforeseen expenditure should arise, a supplementary imprest may be applied for.

At every military store or barrack station at which there is a second officer or clerk, he is to join in the requisitions for imprests, supporting the same by a joint certificate with the senior officer, as prescribed in an amended form of requisition, of which a copy is enclosed.

With regard to barrack stations, such amended requisition will comprise the information at present contained in the cash states, and render the preparation of the latter documents unnecessary. Barrack-masters will therefore, after the ensuing month, cease to furnish Barrack Forms 39 as separate returns; but they are desired to exercise the greatest care in requiring punctual payment of all receivable amounts, and to include such receipts in the monthly requisitions, transmitting the proper quarterly vouchers for the same with their accounts current at the expiration of the quarter.—A.

I am, &c. B. HAWES.

W. O. Circ., 302. FOREIGN. *25th Aug.*, 1858.

MUCH inconvenience having been experienced in obtaining certificates from merchants at foreign stations as to the reasonableness of the prices paid for stores supplied and rates of wages paid, when not included in any contract, the Secretary of State for War has decided that merchants' certificates shall be dispensed with, and directs that, in lieu thereof, certificates, signed by two officers of the department to which the service is rendered, shall be attached to the vouchers, that the prices charged are fair and reasonable, and do not exceed the rates current at the station. Merchants' Certificates dispensed with.

The comptroller of army expenditure is to report annually on the 1st January the current rate of wages paid by private individuals to artificers and labourers at the various stations in the command.—C.

J. R. GODLEY.

W. O. Circ., 549. *13th Feb.*, 1860.

THE General Order dated 10th April, 1854 (C—1545), regulating the transmission of vouchers for stores issued to services involving repayment, having been under consideration: Vouchers.

Mr. Secretary Herbert has decided that in future *all* such documents are to be forwarded to the director of stores in the first instance, instead of to the accountant general as heretofore.

Issues to the Commissariat Department are no longer to be paid for; the ordinary report of issue will therefore suffice, instead of a repayment voucher.

Military store officers are enjoined to be very careful in transmitting *all* epayment documents as promptly as possible after the issue has been made.—V.

The Military Store Officer in Charge at ——. J. CRAWFORD CAFFIN.

W. O. Circ., 559. HOME AND FOREIGN. *1st March*, 1860.

Quarterly accounts.

WITH reference to the annexed Order of 23d February, 1859 (57—Gen. No. 837), relative to the transmission to this office of quarterly store accounts, I am directed by Mr. Secretary Herbert to inform you that it is considered to be no longer necessary that under this improved system the under-mentioned returns should be furnished in support of the accounts.

I am therefore to request that the transmission of them from your station may for the future be discontinued.

Annual.

M. S. S. Ammunition expended by the Troops.
S. No. 26. Stores condemned during the year.

Quarterly.

S. No. 9. Issues to Storekeepers, &c.
S. No. 10. Issues to Regiments.
S. No. 14. Stores taken into use or expended.
S. No. 15. Stores expended.
S. No. 21. Receipts from Regiments.
M. S. S. Letters received and sent.

As the *Quarterly* Returns (S. Nos. 10 and 21) of issues and receipts to and from regiments will be henceforth discontinued, all such transactions must be reported *as they occur* on Forms S. No. 18 for the receipts, and on S. No. 19 for the issues.

The Officer in Charge of Military Stores. J. CRAWFORD CAFFIN.

War Office, 23d February, 1859.

Secretary Major General Peel having decided that the military storekeepers should render quarterly to this office an account of all stores committed to their charge, I am to desire that you will in future prepare your store ledger so that it may be rendered as soon as possible after the close of each quarter—namely, the 30th June, the 30th September, the 31st December, and the 31st March in every year.

I am at the same time to acquaint you that you will be furnished, as soon as possible, with a set of printed headings, in order to ensure a uniform classification, and to save the labour of repetition, but that it is not considered expedient to delay the commencement of the system until this printing can be completed, and that you will therefore begin rendering your store ledger quarterly with the first quarter after the receipt of this circular.—I.

The Officer in Charge of Military Stores. J. CRAWFORD CAFFIN.

W. O. Circ., 589. *15th May*, 1860.

Accounts of Stores in Transit.

MR. SECRETARY HERBERT has been informed that a diversity of practice exists among the military storekeepers abroad with reference to the treatment in their accounts of articles received by them in transit, and issued to the persons for whose use they are destined.

It is particularly desirable that the military store accounts should be characterized, as far as is possible, by a strict uniformity in all their details.

Mr. Secretary Herbert therefore directs that in all cases where articles are sent to the military storekeepers abroad, in transit for other departments or persons, such stores are to be included *in a transit list at the end of the ledgers*.

This list will state the date of the receipt and issue of the articles, and will refer to the numbers of the vouchers by which these are supported.

The packages only will require to be entered where the goods are packed. The articles will be stated in detail where they are not packed. Account Stores in Transit.

The receipt of the person to whom the articles in transit are delivered must in every case be produced.

A form of the transit list, to be made out on ledger paper, is enclosed for your information.

To Military Store Officers in Charge at ——. J. Crawford Caffin.

Dr. Articles in Transit. *Cr.*

	Date.	No. of Voucher.	Receipts.									Date.	No. of Voucher.	Issues.								

A.

W. O. Circ., 501 16*th May*, 1860.

Mr. Secretary Herbert, having had under consideration the return of stores to military storekeepers by officers commanding stations and regiments, has approved of the following regulations, viz:— Account Returns Stores.

1. Whenever arms, ammunition, carriages, clothing, guns, saddlery, or military stores of any description, are returned to a military store, the officer or other person by whom they are consigned is to fill up and transmit to the consignee the usual receipts and delivery vouchers, W. O. Forms (S. Nos. 16 and 17) Nos. 1219 and 1220, copies of which are enclosed.

2. The date and number of the order directing the return of any such clothing or stores must be accurately inserted in the headings of both vouchers, and a corresponding date and number must be conspicuously marked on the outside of each case or package containing the goods, so as to enable the consignee to identify them immediately on receipt.

3. The vouchers are not to be put inside any case or package: they are to be transmitted by post, if possible, on the same day that the goods are despatched.

4. A detailed list of every article returned, with the numbers or quantity of each article, must be entered in the usual manner in both vouchers, and the columns S., R., U.—*i. e.*, Serviceable, Repairable, Unserviceable—must also be duly filled up.

5. A memorandum is to be entered at the foot of the detailed list on the delivery voucher, specifying the date on which the goods were despatched, and the name or designation of the carrier and mode of transit.

6. The delivery voucher is to be signed in the usual manner by the consigner, and the receipt voucher, duly signed by the consignee, will be returned as soon as practicable after the goods are received.—A.

B. Hawes.

W. O. Circ., 601. Home. 19*th June*, 1860.

1. The Secretary of State for War having had under consideration the subject of the applications of military store officers and barrack-masters for Purchase and P men

chase Pay-nt.

authority to purchase articles of store, and the method now adopted for the payment of the claims arising therefrom, has decided that the course which has hitherto been followed of transmitting certified claims for those services to this office for examination and allowance previously to the introduction of the amounts into the account current shall, in respect of orders dated on or after the 1st July next, be discontinued.

2. Those accountants are therefore desired, *immediately* after the necessary sanction shall have been received at the station, to make the purchase in *full*, and to pay the charges so sanctioned, without further reference to this office, introducing the items into the accounts *current, under the head of Service and Vote specified in the authority for the purchase.* The vouchers should be invariably accompanied by that authority, and by the receipt of the tradesman, duly stamped and witnessed.

3. This arrangement, however, is not to apply to purchases of commissariat supplies, such as coals, coke, turf, candles, and straw. The certified claims for these purchases, when duly sanctioned, will as heretofore be forwarded to this office, that steps may be taken for liquidating the same, and adjusting the excess of price beyond the contract which may accrue thereon, the particular sum to be charged against the defaulting contractor being shown by the barrack-master in every instance on the purchase account, and such particulars, moreover, noted on the first certificate, original as well as duplicate, which may be granted such contractor for any articles actually supplied by him.

4. The purchases made by military storekeepers are to be supported by the certificate S. No. 6 of the Home Regulations, in original and duplicate, certified as that document prescribes, to the effect that the articles have been delivered of proper quality, and brought on charge in the store ledgers, agreeably to the terms of the Circular of the Director of Stores dated 6th June, 1859 [*annexed*].

5. Purchases by barrack-masters are to be certified and marked, original and duplicate, on Form No. 17 of the Barrack Regulations, showing that the articles have been delivered and brought on charge in the store ledger, and the certificate of quality required by Article 153 of the same Regulations is to accompany the voucher.

6. Barrack-masters are at the same time informed that their applications for articles usually issued from store should form the subject of a separate demand, and that the purchases under any one order, although made of different individuals, are to be included in one and the same Form, No. 17, separate stamped and witnessed receipts being taken from each person, and the name of the supplier being shown against the items procured from him; provided, however, the articles purchased are, *according to the director of stores' communications, chargeable to the same head of service as shown in the printed estimates.*

7. Lastly, barrack-masters are informed that the Circular of 1st December, 1859 (50—3—343), is hereby cancelled, and that the rule which now renders it necessary to make special application for purchases of all kinds is to prevail in the case of oil, cotton, wick, spirits of wine, and other charges for magic lanterns.

B. HAWES.

(ENCLOSURE.)

War Office, Pall Mall, S.W., 6th June, 1859.

'ew to the more speedy comparison of the store accounts at your the cash accounts for the same service, I am directed by Secre-leneral Peel to request that you will in all cases of *purchase* of ier by special agreement or by warrant under running contract

transmit to the accountant general, with the certificate S. No. 6, or K., the enclosed form,* with a supply of which you will be provided. Purchase and Payment.

In this form you will specify the quantities of the stores purchased, and the numbers of the store vouchers by which they are brought to credit in the ledger. I am at the same time to request that in all your store issue vouchers for the sale of stores you will state at the foot of the voucher the gross proceeds of the sale, the expenses, and the net amount received.—P.P.

J. CRAWFORD CAFFIN.

The Military Store Officer in Charge of Stores.

W. O. Circ., 658. HOME AND FOREIGN. 1*st Jan.*, 1861.

SIR,—It having been considered advisable to revise the form of *delivery* voucher S. No. 17, W. O. Form 1220, A and B, and the *counterpart* bill of lading, Form S. 29, W. O. Form 1232, by the addition to each of an extra column, headed, "*Total Number or Quantity:*" Vouchers.

I am directed by Mr. Secretary Herbert to notify the same for your information, and to request that whenever stores may be *issued* or *returned* from your station to any other, you will insert in the new column the total number or quantity of each article issued, without reference to the state in which they stand on charge on your ledgers; leaving the remaining columns *blank*, to be filled up by the *receiving* storekeeper according to the actual conditions in which they are received.

The *receipt* voucher, S. No. 16, W. O. Form 1219, A and B, is to show, as heretofore, the state of the stores as they stand on the ledger of the storekeeper by whom they are *issued*, whether *serviceable*, *repairable*, or *unserviceable*, and will be returned by the receiving storekeeper unaltered as to *condition*, but subject to corrections in *number*, should any *deficiency* or *surplus* be found when the stores are counted or weighed by him.

The original bill of lading, S. No. 27, and the bill S. No. 28, which are both forms of *receipt*, are to continue in use without alteration as before.—V.

I am, &c. J. CRAWFORD CAFFIN.

The Military Store Officer in Charge.

W. O. Circ., 660. 31*st Jan.*, 1861.

WITH a view to avoid the delay and inconvenience which is now frequently experienced in the receipt of small arm and gun ammunition returned into store at Woolwich: Vouchers for Returns Stores.

Military storekeepers, barrack-masters, and others, are directed by Lord Herbert, in forwarding any filled ammunition, live shell, &c., to Woolwich, to charge the same in separate vouchers from other articles that may be transmitted by the same conveyance.

Each package must be correctly marked with the quantities charged in the voucher, as well as with the freight to which it belongs, as in cases where two or three deliveries are received at the same time, much difficulty is often found in identifying the quantities belonging to each voucher or delivery.

Whenever stores are sent by the same conveyance for the Tower and Woolwich, they are to be packed separately, and separate vouchers are to be prepared for the station for which the stores are respectively intended, those to be forwarded to the Tower being consigned to the principal military storekeeper at Woolwich only "*in transit.*"

When stores are removed under the authority of several orders, and

* W. O. Form, 1212 c.

Vouchers for Returned Stores.

included in one voucher, they should be classified under the order directing their transmission respectively, instead of the orders being quoted at the commencement of the voucher.—v. J. CRAWFORD CAFFIN.

Military Storekeepers and Barrack-masters.

W. O. Circ., 762. HOME AND FOREIGN. *29th May*, 1862.

Quarterly Returns of Gunpowder.

OFFICERS commanding Royal Artillery and superintendents of stores are informed, by direction of Secretary Sir George Lewis, that the quarterly returns of gunpowder (S. 32) are in future to be made up to the last day of the quarter, instead of the 15th of the month.

Officers commanding Royal Artillery and superintendents of stores are also informed that the *duplicate* copy of the return of copper hoops, hitherto sent to the War Office, Pall Mall, in pursuance of Circular No. 180, 27th November, 1857, may be discontinued, the *original* being sent to the superintendent, Royal Gunpowder Factories, at Waltham Abbey, as usual.—a.

EDWARD LUGARD.

W. O. Circ., 794. HOME AND FOREIGN. *2d Dec.*, 1862.

Store Returns.

WITH reference to Circular No. 762, officers commanding Royal Artillery, superintendents of stores, and barrack-masters, are now informed, by direction of Secretary Sir George Lewis, that all the returns specified below are in future to be made up to the last day of each quarter.

Care must be taken that such of these returns as may be in the charge of any of the above-named officers shall be rendered punctually by them to the proper authorities.

S. 32 Gunpowder.
41 Small Arm Ammunition.
30 Serviceable Small Arms.
— Repairable and Unserviceable Small Arms.
22 Camp Equipage.
42 Filled Cannon Cartridges.—R. EDWARD LUGARD.

Officers Commanding Royal Artillery, Superintendents of Stores, and Barrack-masters.

W. O. Circ., 868. HOME AND FOREIGN (NOT INDIA). *17th June*, 1864.

Stores in charge of Qr.-Mr. Gen. or Regiments.

1. THE Secretary of State for War having had under consideration the mode of accounting for camp equipage, harness, carriages, and stores in charge of the Quarter-master General's Department, or on the local charge of troops, *exclusive* of those forming their *personal equipment*,* cancels the Circular Order of 6th November, 1835 (P—105), with the form of return therein prescribed, and, with the concurrence of His Royal Highness the Field Marshal Commanding in Chief, desires that in future returns as per W. O. Form No. 412, annexed, shall be rendered half-yearly for examination.

2. These returns are to be closed on 30th June and 31st December, and rendered within seven days to the chief military store officer at the station, accompanied by vouchers, proceedings of boards of survey and courts of inquiry, to account for losses and deficiencies. A similar return is also to be rendered whenever any regiment, corps, or detachment quits a station, showing its final charge of stores in possession at the time of departure.

* Equipment is intended to include all those articles which are always in possession of the troops, and are paraded with them when in marching order.

3. The chief military store officers at *home and abroad* will open an account ith each department or corps, and, on receipt of the returns before alluded), they will examine and forward them, with such remarks as they may iink necessary, to the officer in charge of the Quarter-master General's epartment at the station, for the decision of the officer commanding the roes, with respect to losses or damages proposed to be charged against the oops. The returns are then to be sent back to the military store officers, ho will retain them in possession. Stores in Charge of Qr.-Mr. Gen or Regiments.

4. All articles lost or damaged through carelessness are to be charged gainst the troops, at a rate founded on the value of the articles, with referice to their state at the time of their being lost or destroyed. The amounts iarged for such losses or damages are to be paid, if *abroad*, into the Treasury iest at the station, upon the authority of returns, W. O. Form 413, supplied y the chief military store officer to the local accountant for army expendiire, showing the sums to be paid, countersigned by the officer in command ' the troops at the station. If *at home*, the returns of charges against the oops will be sent by the chief military store officer to the director of stores, ı order that the accountant general may claim the amount due.

5. In the event of a regiment, corps, or detachment leaving one *foreign* ation for another station *abroad*, with any articles still in charge to be terwards accounted for, a detailed return of such stores is to be forwarded y the military store officer to the chief officer of the Store Department at ıe station to which the regiment, corps, or detachment may be proceeding, duplicate being sent to the director of stores, in order that he may see that ıe charge against the troops has been properly maintained by the military ore officer at the station to which the troops have proceeded. If the giment, corps, or detachment is *returning home*, such return in duplicate is) be forwarded to the director of stores, who will transmit the same to the ilitary store officer at the station where the troops may be quartered, and tain the duplicate for the purpose above mentioned.

6. In the case of troops *proceeding abroad*, similar returns in duplicate will) furnished by the chief military store officer at the station vacated by the oops to the director of stores, by whom one will be sent to the chief miliry store officer at the station to which they are proceeding, and the other tained as before directed. In the event of any additional stores (not equipent) being issued to the troops previously to embarkation, by the chief ilitary store officers at the Tower, Woolwich, or other station, duplicate turns thereof are also to be furnished and dealt with in the same anner.

7. Should regiments, corps, or detachments *change quarters at home*, duplite returns of all articles taken with them, that do not form the equipment the troops, are to be prepared and dealt with as in case of troops proceedg from one station to another *abroad*. (See Article 5.)

8. When any of the articles in local charge require repair, the officer in mmand of the corps, or in charge of the department, will apply to the chief ilitary store officer at the station to have such repairs performed. Should ere be an artificer attached to the corps, he will, under the superintendence his immediate commanding officer, carry out the necessary repairs, mateals being demanded from the Military Store Department. If *abroad*, the mand must be approved by the officer commanding the troops; *if at home*, the Secretary of State for War.

The stores so supplied are to be accounted for in the half-yearly turn.

Should there be no artificer attached to the corps or to the Military Store epartment, the chief military store officer will call upon some local tradea-

Vouchers for Returned Stores.

included in one voucher, they should be classified under the order directing their transmission respectively, instead of the orders being quoted at the commencement of the voucher.—v. J. CRAWFORD CAPTIN.

Military Storekeepers and Barrack-masters.

W. O. Circ., 762. HOME AND FOREIGN. *29th May*, 1862.

Quarterly Returns of Gunpowder.

OFFICERS commanding Royal Artillery and superintendents of stores are informed, by direction of Secretary Sir George Lewis, that the quarterly returns of gunpowder (S. 32) are in future to be made up to the last day of the quarter, instead of the 15th of the month.

Officers commanding Royal Artillery and superintendents of stores are also informed that the *duplicate* copy of the return of copper hoops, hitherto sent to the War Office, Pall Mall, in pursuance of Circular No. 180, 27th November, 1857, may be discontinued, the *original* being sent to the superintendent, Royal Gunpowder Factories, at Waltham Abbey, as usual.—a.

EDWARD LUGARD.

W. O. Circ., 794. HOME AND FOREIGN. *2d Dec.*, 1862.

Store Returns.

WITH reference to Circular No. 762, officers commanding Royal Artillery, superintendents of stores, and barrack-masters, are now informed, by direction of Secretary Sir George Lewis, that all the returns specified below are in future to be made up to the last day of each quarter.

Care must be taken that such of these returns as may be in the charge of any of the above-named officers shall be rendered punctually by them to the proper authorities.

S. 32 Gunpowder.
41 Small Arm Ammunition.
30 Serviceable Small Arms.
— Repairable and Unserviceable Small Arms.
22 Camp Equipage.
42 Filled Cannon Cartridges.—R. EDWARD LUGARD.

Officers Commanding Royal Artillery, Superintendents of Stores, and Barrack-masters.

W. O. Circ., 868. HOME AND FOREIGN (NOT INDIA). *17th June*, 1864.

Stores in charge of Qr.-Mr. Gen. or Regiments.

1. THE Secretary of State for War having had under consideration the mode of accounting for camp equipage, harness, carriages, and stores in charge of the Quarter-master General's Department, or on the local charge of troops, *exclusive* of those forming their *personal equipment*,* cancels the Circular Order of 6th November, 1835 (P—105), with the form of return therein prescribed, and, with the concurrence of His Royal Highness the Field Marshal Commanding in Chief, desires that in future returns as per W. O. Form No. 412, annexed, shall be rendered half-yearly for examination.

2. These returns are to be closed on 30th June and 31st December, and rendered within seven days to the chief military store officer at the station, accompanied by vouchers, proceedings of boards of survey and courts of inquiry, to account for losses and deficiencies. A similar return is also to be rendered whenever any regiment, corps, or detachment quits a station, showing its final charge of stores in possession at the time of departure.

* Equipment is intended to include all those articles which are always in possession of the troops, and are paraded with them when in marching order.

3. The chief military store officers at *home and abroad* will open an account with each department or corps, and, on receipt of the returns before alluded to, they will examine and forward them, with such remarks as they may think necessary, to the officer in charge of the Quarter-master General's Department at the station, for the decision of the officer commanding the forces, with respect to losses or damages proposed to be charged against the troops. The returns are then to be sent back to the military store officers, who will retain them in possession. Stores in Charge Qr.-Mr. or Regiments.

4. All articles lost or damaged through carelessness are to be charged against the troops, at a rate founded on the value of the articles, with reference to their state at the time of their being lost or destroyed. The amounts charged for such losses or damages are to be paid, if *abroad*, into the Treasury chest at the station, upon the authority of returns, W. O. Form 413, supplied by the chief military store officer to the local accountant for army expenditure, showing the sums to be paid, countersigned by the officer in command of the troops at the station. If *at home*, the returns of charges against the troops will be sent by the chief military store officer to the director of stores, in order that the accountant general may claim the amount due.

5. In the event of a regiment, corps, or detachment leaving one *foreign* station for another station *abroad*, with any articles still in charge to be afterwards accounted for, a detailed return of such stores is to be forwarded by the military store officer to the chief officer of the Store Department at the station to which the regiment, corps, or detachment may be proceeding, a duplicate being sent to the director of stores, in order that he may see that the charge against the troops has been properly maintained by the military store officer at the station to which the troops have proceeded. If the regiment, corps, or detachment is *returning home*, such return in duplicate is to be forwarded to the director of stores, who will transmit the same to the military store officer at the station where the troops may be quartered, and retain the duplicate for the purpose above mentioned.

6. In the case of troops *proceeding abroad*, similar returns in duplicate will be furnished by the chief military store officer at the station vacated by the troops to the director of stores, by whom one will be sent to the chief military store officer at the station to which they are proceeding, and the other retained as before directed. In the event of any additional stores (not equipment) being issued to the troops previously to embarkation, by the chief military store officers at the Tower, Woolwich, or other station, duplicate returns thereof are also to be furnished and dealt with in the same manner.

7. Should regiments, corps, or detachments *change quarters at home*, duplicate returns of all articles taken with them, that do not form the equipment of the troops, are to be prepared and dealt with as in case of troops proceeding from one station to another *abroad*. (See Article 5.)

8. When any of the articles in local charge require repair, the officer in command of the corps, or in charge of the department, will apply to the chief military store officer at the station to have such repairs performed. Should there be an artificer attached to the corps, he will, under the superintendence of his immediate commanding officer, carry out the necessary repairs, materials being demanded from the Military Store Department. If *abroad*, the demand must be approved by the officer commanding the troops; *if at home*, by the Secretary of State for War.

The stores so supplied are to be accounted for in the half-yearly return.

Should there be no artificer attached to the corps or to the Military Store Department, the chief military store officer will call upon some local trades-

Stores in Charge of Qr.-Mr. Gen. or Regiments.

man for an estimate, showing the amount for which he would execute the repairs, and will forward the same, if *at home*, for the approval of the Secretary of State, if *abroad*, for that of the officer commanding the troops. If, however, the artificers of any other corps are at hand, the chief military store officer, prior to employing local tradesmen, will call upon the officer in command of such corps, for his assistance in carrying out the repairs, materials being supplied. Ninepence per diem working pay will be allowed to each artificer while so employed. This payment is to be made on the usual working pay list, vouched by the certificate of the military store officer for and under whom the work has been performed.

With regard to harness, a small surplus should always be in charge of the Military Store Department at those stations where it is in local use by the troops; such harness and other stores should be specially marked, when practicable, with the letters L. U., to show they are for local use, so that they may not be confounded with equipment.

9. When any articles in local charge become unserviceable, a board of survey (other than regimental) is to be assembled, consisting of three officers—one of whom should, if possible, be a field officer, as president—an officer of the Military Store Department, whenever available, being one of the members.

The proceedings of boards of survey are to have the covering approval of the officer in command of the troops, and are to be retained by the chief military store officer at the station. Should the stores condemned require to be replaced, they are to be demanded in the usual way. Proceedings of courts of inquiry as to the loss of stores are to be treated in a similar manner.

10. No articles in local charge are to be transferred from one regiment, corps, or department to another, without the knowledge of the chief military store officer at the station, and only upon the written authority of the officer commanding the troops.

A board of survey, constituted as above, must then be assembled to consider the charges which should fall respectively upon the corps giving over the stores, and upon the one receiving them. The proceedings of this board will be forwarded to the chief military store officer at the station, with a view to the regulation of his charge against the regiment or corps.

11. All articles required by the troops, which do not form part of their personal equipment, are to be demanded through the quarter-master general, and will be issued by the Military Store Department *direct* to, and to be accounted for by, the regiment, as before prescribed. The demands having been previously approved, if *at home*, by the Secretary of State for War, and if *abroad*, by the officer in command of the troops.

12. Any camp equipage or other regimental stores now in possession of the Quarter-master General's Department at any station for the use of the troops are to be returned to the Military Store Department; but other articles, such as flags, signals, tools of military labourers, now accounted for by, or in charge of, the Quarter-master General's Department, for local use, and not in possession of regiments or corps, are still to be accounted for by that department to the chief military store officer, in the same manner as above shown in W. O. Form No. 412.

13. In order that the quantities of stores required for local services may be always available, care must be taken that adequate provision is made in the annual estimates of the probable wants of the Quarter-master General's Department at all stations, in accordance with the War Office Circular No. 824.

HARTINGTON.

W. O. Form, 412.

Half-Yearly Return, showing the Camp Equipage and other Stores, not the personal equipment of the Soldier, in possession of the above Corps or Department on the *——, 186—, the Quantities since received, those issued or expended, and the Quantities remaining in charge.

Receipts.											Issues.										
No. of Voucher.	Date.	From whom Received.									No. of Voucher.	Date.	To whom Issued or how Expended.								
		On charge, per last Return,																			
		Total Receipts, .																			
		Total Issues, . .																			
		Remaining, . .											Total Issues, .								

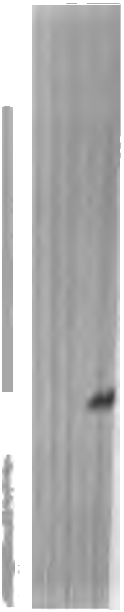
I hereby certify that the above Return embraces the whole of the camp equipage and extra stores in possession of the †————, and that I believe it to be correct in every particular.

Signed, ————,
Commanding Officer, or in Charge of Department.

Dated at ——, this —— day of ——, 186—.

* Insert 30th June or 31st December, as case may be.
† Here insert department under my charge, or regiment, or detachment under my command, as the case may be.

Stores in Charge of Qr.-Mr. Gs or Regiments.



[redacted]

STORES.

3.—TRANSPORT OF STORES.

W. O. Circ., 313. 11*th Sept.*, 1858.

nands for ts and sels.

WITH a view to preparing the general shipping estimate at an early date, the Secretary of State for War considers it necessary that all demands appertaining to vessels and boats should be received by the principal military storekeeper at Woolwich by the end of September in each year, instead of the 31st October, as directed by the Circular Order No. 6, dated 4th October, 1856 (6008—W).

Military storekeepers are therefore requested to forward their demands and estimates for this service, and those of the commanding officers of the Royal Artillery and Royal Engineers, on or before the 30th of the current month.—T. GEO. D. RAMSAY.

The Military Storekeeper at ——.

W. O. Circ., 319. 18*th Sept.*, 1858.

plications Tonnage.

THE Lords Commissioners of the Admiralty having requested that arrangements should be made so that applications for tonnage should be transmitted through one channel of communication, in order to limit as much as possible the number of applications for the same station, Secretary Major General Peel has directed that all applications are to be made in accordance with the following rules:—

1. All applications for tonnage are to be sent to the store branch, for communication to the Transport Office.
2. Applications for tonnage to the same station are to be consolidated as much as the service will allow.
3. The stations are to be inserted in alphabetical order, and the name of the port stated at which the stores are to be delivered.
4. The amount of tonnage is to be stated in tons and feet, not in tons and fractional parts as 5 24-40, or 5 12-20.
5. In any case where it should be desirable to recommend the appointment of a particular vessel, clear and satisfactory reasons for so doing should be stated.
6. All stores are to be consigned to the officers of the Military Store Department at the station, and the bills of lading to be made out accordingly.
7. The counterpart bill of lading for the consignee is in every case to be forwarded to the store branch at Pall Mall, for transmission.—T.

JOHN ROBERT GODLEY.

W. O. Circ., 471. 24*th Aug.*, 1859.

RULES AND REGULATIONS TO BE STRICTLY OBSERVED BY MASTERS, MATES, AND SEAMEN OF THE SEVERAL VESSELS BELONGING TO OR EMPLOYED BY THE WAR DEPARTMENT.

r Depart- nt Ves- s.

1st.—ON arrival at any military store station, the master is immediately to report himself to the senior military store officer, and if any stores are on board, to deliver the bills of lading.

2d.—The master is to attend daily at the military store office at the station where the vessel may be lying, to receive such orders as it may be necessary to give him. War Department Vessels.

3d.—The master is strongly enjoined frequently to examine the hold, and to be particularly careful that all iron bolts, nails, &c., are covered with sheet lead or pieces of leather, and that any defects in the vessel or stores are immediately reported in writing to the senior military store officer at the station.

4th.—Previously to receiving any gunpowder, ammunition, &c., the master or mate is to take especial care to examine the hold, and see that it is clean swept, free from grit or dust, and in a fit state to receive the stores, which he is to report to the senior military store officer.

5th.—On receiving gunpowder, ammunition, &c., the master is to see that the platform in the vessel's hold, the gangways, and coomings of the hatchways, are covered with tanned hides; that the barrels or boxes are carefully stowed, the hatches properly secured and locked, and that the key remains in his own possession.

6th.—No fires, lights, or smoking are, under any circumstances, to be permitted on board during the time of loading or unloading, or while lying alongside (or within a quarter of a mile) of any magazine. Fires will be provided in the cook houses at the several stations, when requisite, for cooking the provisions. When at sea, and it is necessary to have a fire on board, the master is to see it carefully extinguished at sunset, and one hour previously to going alongside any ship or magazine.

7th.—Having received gunpowder or other ammunition, a red flag is to be hoisted at the mast-head, and kept flying until the cargo is discharged. The master or mate and all the crew are to remain on board until all the stores are discharged, except it may be necessary to procure water or provisions, of which notice is to be given to the senior military store officer.

8th.—On delivery of the above stores the same caution is to be used as in loading; and if any barrels or boxes should have been unavoidably broken, or any powder become loose, it is to be carefully swept up and delivered at the magazine, and the circumstance reported by the master to the senior military store officer.

9th.—No lucifer matches are at any time to be used on board any of the War Department vessels, and any person found to be in possession of the same will be immediately dismissed.

10th.—The master is to keep a log book, inserting the daily occurrences, and also the receipts and deliveries. The tally of all stores passing into or out of the vessel is to be taken by the master or mate, who will be held strictly accountable for the delivery of all the stores according to the receipt tally, and any deficiency must be immediately reported by the storekeeper to whom the stores are consigned.

11. In the steamers at sea the officer in charge is to keep his watch on the bridge, and to see that the lamps are properly trimmed, and that a good look-out is kept by the man stationed in the bows.

12th.—The Admiralty regulations respecting lights must be strictly attended to, both in the steam and sailing vessels.

13th.—On the arrival of the steam vessel in any port, the chief engineer is to report to the master or mate that the sea and bilge cocks are secure before leaving the vessel; and the engineer on duty, when under way, shall not, under any pretence, leave the engine room, unless relieved by the engineer off duty; and in the event of the fires being required to be banked up, the vessel is on no account to be left without one engineer on board.

14th.—The stokers shall assist the crew in getting the anchor whenever

ar Department Vessels.

required, but will not be called on to take part in the general work of the ship on deck, except in cases of emergency at sea. On arriving at any port, they shall be employed under the engineers in cleaning the boilers, engines, and other work in the engine room.

15th.—The galley and steam funnels are to be kept clean swept, whitewashed, and painted by the stokers.

16th.—The galley fire is to be extinguished at 8 p.m., and not lighted before 6 a.m. The funnels are to be daily carefully examined and swept.

17th.—All boats, unless required for the service, are to be hoisted at 9 p.m., and on no account to be lowered unless ordered by the master or, in his absence, the mate.

18th.—When the vessel is unloaded, safely moored, and not immediately wanted, the master, mate, and crew will be permitted in turn occasionally to be with their families (when the weather will allow); but steamers are never to be left without the master or mate, one engineer, one seaman, one stoker, and one boy; nor sailing vessels without either the master or mate, and one seaman on board; nor is any person to absent himself at any time without express permission from the senior military store officer at the station.

19th.—Each vessel will be furnished with two red flags, as many pairs of magazine slippers as there are men in crew, and a like number of pairs of trousers and frocks for working in the hold, but not to be worn at any other period. These articles will be supplied upon the master making a requisition for them to the senior military store officer of the station to which the vessel belongs.

20th.—When absent from his own station, or meeting with any accident at sea, whereby the safety of the vessel is endangered or delay likely to be occasioned, the master is to report immediately to the senior military store officer at the station to which he belongs, and apply for assistance to the nearest military storekeeper, ship, or dockyard belonging to Her Majesty.

21st.—The master will be held strictly responsible that the service upon which his vessel is employed is performed with the utmost despatch; and, in the event of his being obliged to seek shelter, that no unnecessary delay is allowed to take place before again proceeding on his voyage. The circumstance is to be immediately reported to the senior military store officer to whom the stores are consigned.

22d.—The master is authorized to draw half a month's pay, in the event of his voyage being prolonged, by adverse winds or unforeseen circumstances, beyond the month in which he was originally loaded; the circumstances to be immediately reported to the senior military store officer of the station to which the vessel belongs.

23d.—Every man or boy employed in this service is to devote himself exclusively to it, and the master will be held responsible for the conduct of the mate and crew; and in the event of any disobedience of his orders by them he is to report in writing to the senior military store officer at the station to which he belongs.

24th.—Any master, mate, or man wishing to leave the service must give three days' notice, or forfeit pay for a similar time.

25th.—When removing the armament of any of Her Majesty's ships, the master is to use his utmost endeavours to prevent any article of naval stores being put on board his vessel with the stores of this department. In the event of his observing any article of naval stores amongst the War Department stores, he will immediately report the circumstance to the officer commanding the ship from which the armament is being removed.

26th.—On all occasions before casting off, after receiving stores from any Her Majesty's ships alongside the dockyard, the master will apprise the

dockyard police, in order that his vessel may be searched. Should the ship be in the stream, he will ask the officer commanding to send the master-at-arms on board his vessel to make the examination; he will then lock the hatch and retain the key in his own possession until his vessel comes alongside the Gun Wharf to unload. War Department Vessels.

27th.—The master will make out an inventory of all the standing and running rigging, masts, blocks, anchors, cables (stating the length of the cables), sails, and all spare stores, &c.

28th.—He will transmit demands from time to time for such stores as may be requisite, returning the old stores to the military storekeeper, to show that they have been fairly worn out.

29th.—The master will periodically examine the forecastle, and report to the military storekeeper any article of public stores found therein, other than those belonging to the vessel.

30th.—All stores belonging to the vessels are to be clearly marked W↑D.

31st.—Periodical surveys will be held by an officer of the Military Store Department, in order to ascertain that the stores are correct; and the master will be held strictly responsible for all the stores placed in his charge, as shown by the inventory. The military storekeeper is to report having held the survey.—W.

J. Crawford Caffin.

To Military Store Officers in Charge of Stations, and
to the Masters of the War Department Vessels.

W. O. Circ., 480. *27th Sept.*, 1859.

Regulations for the Guidance of Persons employed on Board the Store Department Receiving Vessel for Powder and Ammunition, and in the Laboratory Craft used for Conveyance of the same to and from the Receiving Vessel, &c.

1. All persons employed in the receiving vessel, barges, boats, and magazines are to change their outer clothes—viz., coat, waistcoat, trousers, cap, and shoes, and to wear the suits specially provided for them. War Department Vessels.

2. The change of clothes is to be effected in a shifting house, where the ordinary clothing will be deposited.

3. Smoking is strictly prohibited, and any man found with a lucifer match in his possession will be immediately dismissed.

4. No fire is on any account to be allowed either in the receiving vessel, barges, or boats.

5. The receiving vessel, barges, and boats are to be kept scrupulously clean, and free from loose gunpowder.

6. In shipping or unshipping ammunition or gunpowder, tanned hides or wadmiltilts are to be laid over that portion of the vessel over which the cases or barrels pass.

7. A red flag is to be kept flying when there is any gunpowder or ammunition on board the receiving vessel.

8. The gunpowder will be received daily from the receiving vessel, and transported in barges or boats to the Laboratory. The made-up ammunition will, in like manner, be transported from the Laboratory to the receiving vessel.

9. Powder or ammunition required to be sent from the arsenal by land carriage will be delivered by the Laboratory Department to the principal military storekeeper on the bank of the canal adjoining the bridge which communicates with the rocket buildings.

ar Department Vessels.

10. The suits of clothing provided for and required to be worn by the persons employed in the receiving vessel and laboratory barges are as follow:—

In Summer,—Cap, canvass frock, canvass trousers, drawers (woollen), shoes (magazine).

In Winter,—Cap, woollen guernsey, woollen drawers, canvass trousers, great coat, shoes (magazine).—W.

B. HAWES.

W. O. Circ., 657. HOME AND FOREIGN. *20th Dec.*, 1860.

mpty Barrels.

As it is very desirable that all empty powder and cartridge barrels, when no longer required, should be returned to Woolwich:

Military storekeepers and barrack-masters are enjoined to take every available opportunity of transmitting the empty barrels in their charge, free of cost for freight, consigned to the principal military storekeeper.

Barrack-masters in the neighbourhood of the outports will forward their empty barrels to the military storekeepers at those stations for removal. Barrack-masters inland will report to this office their accumulation from time to time, with the cost of carriage to Woolwich, when further orders will be given.

With a view to economize space, the staves and heads of the smaller barrels may be "shook" and packed in those of larger size, or tied up in bundles.—E.

J. CRAWFORD CAFFIN.

Military Store Officers in Charge and Barrack-masters.

W. O. Circ., 677. *20th April*, 1861.

etal linders.

LORD HERBERT has approved of the adoption of metal cylinders, for the conveyance of small quantities of small arm ammunition by railways, in order to expedite the issues to regiments, and also to reduce the expense incurred by the employment of powder vans, for which these metal cylinders have been found upon trial to be a convenient and an equally safe substitute.

A supply of these cylinders for half and quarter barrels will therefore be sent to each of the military store magazines in Great Britain.

They are to be conspicuously marked with the name of the station to which they belong, and with the letters W. ↑ D.

Military storekeepers will bring them on charge as "*Articles in Use*," and retain them on charge as such, notwithstanding their being sent away as packages for the ammunition barrels.

As these cylinders are expensive, and the numbers supplied to each station limited, commanding officers of regiments, volunteers, and others, are *immediately*, upon their receipt, to empty and return them with the *spanner*, and also the *bags* in which the barrels were wrapped, to the military officer at the station from which they were sent, by the same mode of conveyance which brought them.

As any neglect in the immediate return of these articles will frustrate the objects for which they have been introduced, military storekeepers are strictly desired to report every instance of unnecessary delay to the Secretary of State for War.—M.

Commanding Officers of Regiments, Militia, Volunteers, Enrolled Pensioners, Military Storekeepers, &c. B. HAWES.

STORES.

4.—GUNPOWDER.

W. O. Circ., 8. HOME AND FOREIGN. *29th Oct.*, 1856.

Copper Hoops.

THE attention of the storekeeper is called to the Order dated the 14th of October, 1850, $\frac{P.}{276d}$, which directed that all copper hoops, surplus the wants of the station, should be sent to Purfleet.

The storekeeper is therefore requested to forward all such copper hoops to Purfleet with the least possible delay, taking care that the hoops are as little interfered with, as regards their shape, as is actually necessary (see Order of the 12th November, 1849, $\frac{L.}{302}$), but put into packages, with the number contained in each distinctly marked on the outside, in accordance with the Order of the 1st January, 1851, $\frac{P.}{100c}$.—C.

W. VINCENT.

The Storekeeper, War Department.

W. O. Circ., 512. *9th Dec.*, 1859.

Classification.

MR. SECRETARY HERBERT desires that in future the following classification of gunpowder in all magazines shall be observed:—

Class 1. New powder.

Class 2. Powder which has been returned from the Royal Navy, and, having been kept perfectly dry, has been found, after proof, to be equal to the required standard.

Class 3. Returned powder considered fit for filling shells.
All English powder which may have become broken in the grain or dusty, if dry, may be considered fit for filling shells.

Class 4. Returned powder fit for filling shells after being re-stoved.

Class 5. Condemned powder only fit for extraction.

Samples of any powder which may be damaged or much caked are to be forwarded from home stations to the superintendent, Royal Gunpowder Factory, for his decision as to the best course to be adopted.

At foreign stations the recommendations for the disposal of such condemned powder are to be made by the fire-master at the station, subject to the approval of the general or other officer commanding, who will forward the same for the decision of the Secretary of State.—M.G.

JOHN ROBERT GODLEY.

W. O. Circ., 529. *13th Jan.*, 1860.

Shell Gunpowder.

MR. SECRETARY HERBERT, having had under his consideration Articles 592 (page 151) and 656 (page 167) of the Ordnance Regulations of the 1st January, 1855, on the subject of the disposal of powder taken out of shells, has decided that the whole of Article 592, and so much of Article 656 as relates to the classification of the bursting powder, shall be cancelled; and that in future, when powder is taken out of shells, it shall not be returned as "unserviceable," but carefully examined; and, if found perfectly serviceable, set apart to be used again for the same purpose.

Shell Gunpowder.

Such powder should not be placed in the magazines for store, but deposited in the expense magazines of the laboratories, in suitably lined barrels, supplied by the Laboratory Department.—G.

B. Hawes.

W. O. Circ., 541. *26th Jan.*, 1860.

Storing.

Mr. Secretary Herbert, having had under consideration the subject of storing gunpowder, desires that attention may be directed to the marks upon the heads of the barrels of powder.

These marks, as shown in the annexed example, denote—

1. The makers of the powder, as "Curtis and Harvey."
2. The quality and description of the powder contained in the barrel, as 100 lbs. L. G., or Large Grain.
3. The date when the powder was stoved.
4. The number of the lot of which each barrel is a part.
5. The tare of the barrel, Tr. 22¾.

All gunpowder is received at Purfleet from the Government and private manufactories in lots of 100 barrels.

The lots of each manufacturer are numbered consecutively, and every barrel of a lot bears the same number. The stove dates upon the barrels will vary in every lot, and need not be noticed.

Powder sent from Purfleet will therefore consist, whenever practicable, of *complete* lots of the same maker.

Upon receiving powder, military store officers will therefore look to the distinguishing marks, showing the maker's name and the number of the lot, and arrange it in magazines accordingly, carefully keeping the powder of each lot together.

Issues of powder for service should also, as far as possible, be by the same maker and from the same lot.

This method of storing powder in lots is most desirable, as on its first receipt it is proved in lots at Purfleet (on 10 barrels of each lot), and should be so proved again, in accordance with the regulations for the proof of powder, and thus enable a comparison to be made with the original proof.—G.

B. Hawes.

W. O. Circ., 674. Home and Foreign. *5th April*, 1861.

Proving.

1. The Secretary of State for War, considering it desirable to establish a greater uniformity in the proof reports the gunpowder forwarded to the superintendent of Royal Gunpowder Factories at Waltham Abbey, from the several stations at home and abroad, as well as to render the proof results a more certain criterion of the general state of powder in charge, has been pleased, with the concurrence of His Royal Highness the General Commanding in Chief, to approve of the annexed Forms,* W. O. No. 1517, and W. O.

* May be obtained on application at the War Office.

No. 1518, being used by the inspector of warlike stores and other proof officers, in lieu of the various forms which have hitherto been furnished. Proving.

2. Form No. 1517 is to be filled in by the military storekeeper and inspector of warlike stores as far as practicable, when the directions in Circular No. 541, for the arrangement of the store, have been carried into effect, and sent to the superintendent, Royal Gunpowder Factory, Waltham Abbey, who will cause the original proof of other several lots at Purfleet to be traced and inserted. The form will then be returned to the respective stations for the information of the storekeeper and proof officer, and will constitute the basis of a record of the powder in charge; and, the subsequent proofs at the station as they take place being inserted, the state of the powder in store will always be known.

3. In order that this record of the powder in charge may be kept up at the several stations, the storekeeper at Purfleet will in future send with the delivery voucher a memorandum of the Purfleet proof of the lot or lots issued, and this information should be recorded at once on the receipt of the powder.

4. Form No. 1518 is the report of proof to be forwarded annually to the superintendent of Royal Gunpowder Factories, Waltham Abbey.

5. When the store of powder has been properly arranged, as directed by Circular No. 541, and the Form No. 1517 completed, the following mode of proceeding with the periodical proof will probably be found convenient, and sufficient to secure an accurate knowledge of the condition of all the powder in charge.

6. Ten barrels of powder may be selected indiscriminately from each of the different lots, which together constitute about *one-third* part of the whole quantity in store, when samples taken from each, and mixed together, will form the sample to be fired the *first* year. In the *second* year the same course may be pursued, by testing samples from other barrels taken out of the lots composing one-third part more of the total store; and the remaining third portion would undergo proof in like manner in the *third* year.

7. In the succeeding year the time will have again come round for proving those lots of powder which underwent the test in the first year, and so on.

8. The barrels from whence the samples are drawn should in each case be marked with the date of proof, and other barrels taken when the same lot is again proved.

9. The inspector of warlike stores or other proof officer will, however, carry on the proof by sight and hand as much further as he may think necessary, and even resort to proof firing, should it be desirable, from the magazines being damp or defective, or the condition of the powder doubtful from any other cause, since it is to be clearly understood that these general arrangements are not intended to relieve inspectors of warlike stores, or others upon whom the duty may devolve, from the responsibility of satisfying themselves that the powder at their respective stations is always in good condition.—G.

B. Hawes.

To Military Storekeepers, Inspectors of Warlike Stores, &c.

W. O. Mem. 26*th April*, 1861.

The forms quoted in Circular 674 should be 1217 and 1218, instead of 1517 and 1518. Proving.

All requisitions for these forms to quote the new numbers, viz.:—1217, Register of Gunpowder; 1218, Report of Proof.—G.

STORES.

5.—MATERIAL OF ARTILLERY.

W. O. Circ., 408. 1*st April*, 1858.

Issue of Shells for Naval Service.

SECRETARY MAJOR GENERAL PEEL has directed the following arrangements to be communicated for your information and guidance in reference to the issue of empty shells in lieu of hollow shot, and to the issue of shells and fuzes in general, so far as regards naval service:—

1st. The manufacture of 10-inch and 8-inch hollow shot is discontinued, and empty shells are to be issued in lieu, fitted with metal screw plugs, so as to be used either as shot or shell.

2d. That until the present store of hollow shot shall be exhausted the issues be half hollow shot and half plugged shell.

3d. That all wood bottoms be hollowed out, so that shot and shell may be fired together, and issued with the shells, in the proportion of one bottom for every shell, and ten per cent. spare.

4th. That copper rivets for bottoms be also issued with the shells, in the proportion of two rivets for every shell, and twenty per cent. spare.

5th. That fuzes be likewise issued in the following proportions:—

As many shells as the shell room in a ship (on first commission) will stow are to be filled and fuzed, three-fourths with Moorsom's and the other fourth with time fuzes. The remainder of the shells are to be plugged, and stowed empty in the shot racks or lockers apart from the shot.

The total supply of fuzes under ordinary circumstances would be 150 per cent. on the total number of filled and empty shells, viz.:—

Moorsom's,		75	For every 100 shells.
Time,	7½"	25	
	20"	50	

6th. When a sufficient supply of diaphragm shrapnel shells can be obtained, twenty per cent. of all the shells allowed to a ship for 10 and 8-inch and 32-pounder guns are to be of that description.

The smallest vessel carrying a 32-pounder gun is not to have less than ten diaphragm shrapnell shells on board, in addition to those supplied for boat guns.

7th. That an additional quantity of 6-inch shell be supplied to any ship on board which they can be carried; but the number of 32-pounder solid shot is not to be reduced.

8th. That the fuze holes of all shells be made of one uniform gauge, so as to admit of the use of a Moorsom or of a time fuze, at the discretion of the commanding officer.

9th. That the following sets of implements be supplied with shells for naval service:—

Set of Fuze Implements,	Hand Borer,	1
	Brace,	1
	Bits, short,	18
	,, long,	2
	Wrench for fixing fuze,	1
	Instructions,	6

Set of Shell Implements,	Hammer,	1
	Guide Wire,	1
	Wrench for unscrewing plugs,	1
	Instructions,	6

Issue of Shells for Naval Service.

ıe fuze implements to be issued as follows:—

For 300 or less number of fuzes, ... 1 set.
For 300 and not exceeding 600 ditto, ... 2 sets.
so on for every 300 or less number.

ıe shell implements to be supplied as follows:—

For 300 or less number of plugged shells, . . . 1 set.
For 300 and not exceeding 600 ditto, ... 2 sets.
so on for every 300 or less number.—s.

J. Crawford Caffin.

› all Military Storekeepers in Charge of Stations.

. O. Circ., 448. *27th July*, 1859.

The Secretary of State for War having, with the concurrence of the ɜral Commanding in Chief, approved of the adoption of leather funnels ı copper spouts for filling shells, in lieu of the copper funnels hitherto in which are found to occupy considerable space in the limber boxes, and liable to injury, the same is notified to military storekeepers for their ɜmation and guidance.—s.

Funnels for filling Shell.

J. Crawford Caffin.

› the Military Store Officer in Charge at ——.

. O. Circ., 519. *22d Dec.*, 1859.

Mr. Secretary Herbert having approved of certain alterations ıcking grape shot of the natures specified below, the following emenda- ı are to be made in the list which accompanied the Circular Order, 27th ıary, 1854 (M—11), paragraph 594, page 152, Ordnance Regulations of , Home, viz.:—

Packing Grape Shot.

No. of Box.	Ordnance.	Round in each Box.
8.	42 por. grape.	4 instead of 5.
10.	32 ,,	4 ,, 5.
13.	24 ,,	6 ,, 8.
15.	18 ,,	8 ,, 10.

ɔmmanding Officers of Royal Artillery, Military Storekeepers, &c. G.

B. Hawes.

. O. Circ., 551. *14th Feb.*, 1860.

The Secretary of State for War having, with the concurrence of Royal Highness the General Commanding in Chief, directed that the ɜr-mentioned implements shall form the several sets for field guns and itzers for the purpose of preparing common and diaphragm fuzes, as well ɔr filling common and diaphragm shells, military store officers will be ed accordingly in making their demands, either in sets complete or in il, as the wants of the service may require.

Implements for Field Guns.

o. 1 set. For preparing the fuzes of common and diaphragm shell. One ɜer gun or howitzer.

Implements for Field Guns.

No. 1 *set.* For Common and Diaphragm Fuzes.	Bags, canvas,		5
	Bits,	Long,	12
		Short,	12
	Borers,	Hand,	1
		Hook,	2
	Cylinders, wood,		2
	Extractors, fuze,		1
	Instructions,		5
	Mallets, wood, 5½-inch,		1
	Sections, fuze,		5
	Setters, wood, 5½-inch,		2

No. 2 *set.* For filling 12, 9, and 6-por. gun diaphragm shells. On per gun.

No. 2 *set.* For loading 12, 9, and 6-por. Gun Diaphragm Shells.	Drift wood, diaphragm,	1
	Funnel,	1
	Keys, iron,	2
	Instructions,	2
	Punches, iron,	1
	Screwdrivers,	1

No. 3 *set.* For filling 24 and 32-por. howitzers, common and diaph shells. One set per howitzer.

No. 3 *set.* For filling 24 and 32-por. Common and Diaphragm Shells.	Drift wood,	Common,	1
		Diaphragm,	1
	Instructions,		2
	Keys, iron,		2
	Punches,		1
	Screwdrivers,		1
	Funnels,	Common,	1
		Diaphragm,	1

No. 4 *set.* For filling 12-por. howitzers, common and diaphragm sh One set per howitzer.

No. 4 *set.* For loading 12-por. Howitzer, Common and Diaphragm Shells.	Drift wood,	Common,	1
		Diaphragm,	1
	Funnels,	Common,	1
		Diaphragm,	1
	Instructions,		2
	Keys, iron,		2
	Punches, iron,		1
	Screwdrivers,		1

The foregoing implements for field service will be the same for sea se howitzers.

The following will be the proportion of metal plugs and gutta percha supplied with all natures of shell, both for garrison and field service.

"*Of Plugs.*"

All natures of shells, except those for mortars, whether rivet bottoms or loose, will be issued with the metal plugs screwed both int fuze and loading holes (the flannel plug being discontinued). Five per c spare for both the fuze and loading holes of all shells when fixed to both and ten per cent. when loose, are to be always in possession.

"*Of Gutta Percha Wads.*"

Five per cent. spare to be demanded for all natures of shell, both for fuze and loading holes (except for the fuze holes of diaphragm shells

which no wads are required). Care must, however, be taken both in demands for loading-hole wads as well as loading-hole plugs for diaphragm shell, that the nature is shown, the larger kind being required for all diaphragm shell, from 24-pors. inclusive upwards, and the smaller from the 18-pors. downwards. Implem for Fiel Guns.

The spare plugs and wads for field artillery, as well as for naval boat service, will be issued in tin boxes, packed as under, and which boxes must be in every instance specifically demanded.

For Howitzers.—In tin boxes measuring 5 × 4 × 2½ in.

For Guns.—In tin boxes measuring 5 × 2½ × 2 in.—G.

B. HAWES.

W. O. Circ., 593. *26th May*, 1860.

INSTANCES having occurred in which the cost of repairs to artillery targets has been charged to the votes for works and buildings instead of to the votes for stores: Artiller Targeta

Mr. Secretary Herbert desires that in future annual estimates provision for the necessary repairs of artillery targets may be made by the several military store officers.

The work, whenever practicable, will be performed by artillery artificers, but if there are none available, by the Royal Engineer Department, as at present, on requisition from the officer commanding royal artillery, or military store officer.—A.

To Officers Commanding Royal Artillery, Royal Engineers, and Military Store Officers. B. HAWES.

W. O. Circ., 613. *28th July*, 1860.

MR. SECRETARY HERBERT, with a view to save as much as possible the expense incurred in providing the tin boxes in which percussion, concussion, and time fuzes for Armstrong guns are issued, has given directions for these articles, as well as the plugs for the shells, being preserved and returned into store; and he desires that, on these boxes and plugs being handed over to you by the Royal Artillery, you will transmit the same by public opportunities to the principal military storekeeper at Woolwich, together with such empty packages as you may have received connected with the said guns and projectiles.—A. Tin Cas

J. CRAWFORD CAFFIN.

To Military Storekeepers and Barrack-masters.

W. O. Circ., 624. HOME AND FOREIGN. *28th Aug.*, 1860.

MR. SECRETARY HERBERT having directed that as soon as guns are condemned as unserviceable, and before any unserviceable guns are issued for drill or other purposes, they are to be marked with a cross (+) on the upper part of the face, and a second cross cut just below the broad arrow (↑) in order to prevent their being mistaken for serviceable guns. Unservi able Gu

Military storekeepers are hereby desired to see that guns are so marked before being issued.—G.

J. CRAWFORD CAFFIN.

To Military Store Officers in Charge at ——.

W. O. Circ. Mem., 727. *12th Dec.*, 1861.

Instructions for Painting Armstrong's Shot and Shell.

Armstrong's shot and shell.

It being necessary that the exterior iron surface of Armstrong's projectiles should be preserved from rust by being coated with paint, the following directions must be strictly attended to:—

The iron must be carefully cleaned, and the paint applied so as to cover the whole of the exterior iron surface, including the portion inside the fuze hole, as far as the metal bouche; the metal plug being for the time removed; the painting should also be extended at least half an inch over the lead at either end of the projectile, the whole of the base being also covered.

*Ingredients.**

Paint, black, Brant's, ground, ...	100 lbs.
Litharge, ground, dry, as driers (this must be well ground),	6¼ lbs.
Oil, lintseed, boiled, ...	4 galls.
Turpentine, ...	1¼ galls.

The above will include the oil required for grinding the litharge.

N.B.—2½ lbs. of this paint will coat over once a hundred 100-pr. shot or shell.—A.

J. Crawford Caffin.

To Superintendents of Stores at Home and Abroad.

W. O. Circ., 731. *27th Dec.*, 1861.

Martin's cupolas.

Sir,—I am directed by Secretary Sir George Lewis to acquaint you that, with a view to obviate the necessity of the purchase of iron for the cupolas for Martin's shell supplied to the several stations in your district, such old and unserviceable shot and shell as may accumulate from time to time, and be suitable for melting in the cupolas, should be retained at your station in such quantities as the officer commanding royal artillery and yourself may consider necessary to meet the supply required for those furnaces.

You will be guided in your selection of suitable iron by paragraph 65 of the instructions for the management of cupolas, which runs as follows:—

"The smaller that the pieces of iron are, the easier are they melted; accordingly, when manual labour is employed, the sledge hammer that accompanies the cupola will be found serviceable in breaking the iron into the smallest lumps that may be practicable.

"Lumps 4 inches square are not too large, but they will melt all the easier if smaller; masses of 6 or 8 inches may be melted, but great care will have to be used in case the solid lump finds its way to the bottom before it has been overcome with the heat. An extra quantity of coke under such circumstances will be advisable."

It is to be borne in mind that shells of any size can be broken by the sledge hammer which accompanies the furnace; but in using shell great caution must be exercised in case there should be powder by any chance remaining inside.—M.

To Military Store Officers in Charge. J. Crawford Caffin.

W. O. Circ., 832. *6th Aug.*, 1863.

Fettman's fuzes.

With reference to the introduction of Fettman's fuzes, by Circular dated 15th August, 1862 (75—7—419), and to article 5, Circular 408.

* Other natures cannot at present be given.

tive to the proportion in which concussion and time fuzes are respec- ly to be issued, the Secretary of State for War, with the concurrence he Lords Commissioners of the Admiralty, directs that Pettman's fuzes upplied for all 8-inch or larger natures of shells; and that the supply of orsom's (until used up) be confined to 32-pounders and under. Pettman's Fuzes.

he following proportion will therefore be substituted for that specified in circular quoted:—

Pettman's,	75	For every 100 shells, 8-inch and higher natures.
7½-in.,	25	
20 ,,	50	
Moorsom's,	75	For every 100 shells, 32-pounders and under, when larger guns are on board.
7½-in.,	25	
20 ,,	50	
Pettman's,	19	For every 100 shells, 32-pounders and under, when *no* larger guns are on board.
Moorsom's,	56	
7½-in.,	25	
20 ,,	50	

F. J. CRAWFORD CAFFIN.

o Military Store Officers in Charge of Stations.

V. O. Circ., 841. HOME AND FOREIGN. *6th Nov.*, 1863.

MANY changes having taken place with regard to the component s of gun carriages, wagons, and platforms, since the promulgation of ular No. 510, Earl de Grey and Ripon directs that the circular in stion be cancelled, and that, in future, whenever carriages, carts, and ons or platforms are demanded, the following articles shall only be con- red as included in the word "*complete*." Gun Carriage Equipment.

arriages, garrison, sliding and standing:

- Beds,
- Coins,
- Elevating screws,
- Compressors,
- Linch-pins,
- Trucks,

latforms, dwarf, casemate, or common traversing:

- Steps, wood,
- Trucks, hollow-soled and flat,

ravelling carriages, wagons of all kinds, forge, store, and other carts:

- Ammunition boxes, limber and body,
- Anvils, Bellows, Blocks, anvil, for forge carts and wagons,
- Boxes, tin, grease, half-round, and wood, for horse shoes,
- Canvas bags, for couples, in platform wagons,
- Covers, for carts and wagons,
- Drag shoes,
- Elevating screws,
- Hook, rock stave, forge cart or wagon,
- Hoops for carts or wagons,
- Linch-pins,
- Magazines, grease tin,
- Rock staves, forge cart or wagon,

Gun Carriage Equipment.

Rocket tubes, ...
Shafts, ...
Straps for limber boxes, side arms, &c., ...
Washers, drag, ...
Wheels, ...
Wrenches, for store carts, ...

And that in the event of any of the foregoing articles being required as sp they are to be specially demanded, as well as all other stores, such as—

Cartouches, ...
Cans, tin, oil, lubricating, ...
Cross-handled bars and wrenches for platforms, . . .
Holdalls, of all kinds, ...
Handspikes, of all kinds, ...
Lashing ropes for wagons, ...
Limbers, ...
Padlocks, ...
Pedestals, ...
Preventor ropes, ...
Side arms, ...
Sponge buckets, ...
Swingletrees,. . . . . .
Vices, for forges, ...

Officers requiring the stores alluded to, and military store officers, therefore take care that the above information is fully given in the dema made by them, in order that no unnecessary delay may arise in supplyi the necessary stores.—G.

EDWARD LUGARD.

To General Officers in Command, Officers Commanding Royal Artillery, and Military Store Officers in Charge.

STORES.

6.—SMALL ARMS.

W. O. Circ., 450. *3d Aug.*, 1859.

Classification.

THE Secretary of State for War has approved of the following rules and regulations for the classification of the several descriptions of small arms in use in the service, to facilitate the recognition of the different patterns, and to ensure accuracy in the issues to regiments of the regular army, militia, &c., &c.:—

All arms of patterns recognized in the service shall be considered as belonging to two classes, Nos. 1 and 2.

No. 1 will designate all new first class arms of existing patterns—*i. e.*, of such patterns as are issued to the various services entitled to receive first class arms.

No. 2 will designate all *new* second class arms of existing patterns, and all thoroughly repaired arms, whether originally of the first or second class.

With reference to repaired arms: as each repair will render the arm perfectly serviceable, although not equivalent to one of the first class, all thoroughly repaired arms will be included in class No. 2. Each subsequent repair will be noted on the stock by the addition of another figure 2 (thus—2—2), and this will keep up the history of the arm.

The above arrangements have reference to all rifled arms of the bore ·577, as distinguished from those patterns which may be considered obsolete for existing services.

Circumstances may, however, render it necessary to provide for the contingency of an issue of obsolete patterns of arms, or of so preparing much worn arms of existing patterns, as to allow of their being issued to levies and irregular forces.

These arms will be considered in a different light altogether to the first and second classes, although some may possibly be new arms of their kind.

In order to distinguish these arms clearly, the term "*reserve*" will be added to the number of classes into which they are divided.

For example, arms of obsolete patterns, or of new patterns too much worn to justify a complete repair, when cleaned or partially repaired, will be marked with the letter *R* in addition to the number of their class, thus:—

/53 I. C. R.
/53 II. C. R.
/53 III. C. R.
/42 I. C. R.
/42 II. C. R.
/42 III. C. R.
Flint I. C. R.
Flint II. C. R.
Flint III. C. R.
&c., &c., &c.

In this manner it will be clearly understood that all arms, *so marked*, have been sufficiently repaired or properly cleaned (if they are new arms of an obsolete pattern), and rendered fit for issue under certain contingencies,

Classification.

until the store of first and second class of new pattern arms shall attain such an amount as to render the issue of these reserved arms no longer necessary under any circumstances.

Under these arrangements the following are the distinctive marks to be used:—

1st. All *new* first class arms of recent patterns will be marked previously to being sent into store from Enfield, Birmingham, London, Liège, or elsewhere, with the figure I, about a quarter of an inch in length, on the lock side of the *butt*.

2d. All *new* second class and *thoroughly repaired* arms of recent patterns will be marked with the figure 2, a second figure 2 being added each time an arm is repaired after the first, until, from sufficient wear, they fall into the *reserve* division.

3d. The letter R will be added to the class number I., II., or III., as before exemplified, to distinguish all obsolete arms, and those of existing patterns only partially repaired, which together will constitute the reserve.

All store officers in charge of arms will carefully attend to these distinctions, and observe them in the preparation of their store accounts and periodical returns.—A.

J. Crawford Caffin.

The Military Store Officer in Charge at ——.

W. O. Circ., 502. 10*th Nov.*, 1859.

Oiling Locks before Issue.

An instance having recently occurred in which it was found that the locks of certain arms issued to a corps required easing:—

Mr. Secretary Herbert has decided that in future, when arms are issued from store, every part of the lock shall be carefully oiled, and all military storekeepers are cautioned to observe that this direction is very fully attended to.—A.

J. Crawford Caffin.

The Military Store Officer in Charge at ——.

W. O. Circ., 546. 9*th Feb.*, 1860.

Classification.

Mr. Secretary Herbert, with the concurrence of his Royal Highness the General Commanding in Chief, has decided that the army shall be equipped exclusively with those rifled muskets, pattern 1853, the parts of which are universal or respectively *interchangeable*, and that the arms which are *non-interchangeable* shall be kept for the militia, volunteers, and other forces.

Military storekeepers will therefore invariably distinguish the first and second classes of *service* rifled muskets, pattern 1853, in their store accounts and periodical returns in the following manner:—

Rifled Muskets, 1863.	1st Class, New, . .	Interchangeable. Non-interchangeable.
	2d Class, ...	New. Repaired.

The *interchangeable* muskets made at Enfield are distinguished by the word "Enfield" engraved on the lock plate; and those made by the London Armoury Company on the same principle have "L. A. C." on the lock plate.

The classification of the "*reserve*" arms will continue to be observed as directed by Circular No. 450, dated 3d August, 1859.—A. Classification.

Military Store Officer in Charge at ——. J. CRAWFORD CAFFIN.

W. O. Circ., 582. HOME AND FOREIGN. 21*st April*, 1860.

THE attention of the Secretary of State for War having been called to the fact that arms are sometimes stamped or punched instead of being *engraved*, military store officers are instructed to take especial care that any arms that may be required to be marked under their directions are *engraved*, and not stamped or punched, which latter practice is most injurious to the arms. Marking.

The figures on bayonet scabbards should be *engraved* on the button, and not upon the brass mouthpiece, as this latter is more liable to require repair or exchange.—M.

Military Store Officer in Charge at ——. J. CRAWFORD CAFFIN.

W. O. Circ., 588. 10*th May*, 1860.

THE Secretary of State for War, with the concurrence of his Royal Highness the General Commanding in Chief, and in consequence of the favourable results of experiments by the departmental chemists and trial by the superintendent of small arm factories, has approved of the introduction of "*Price's Rangoon Oil*" into the service, for the preservation of small arms and articles made of metal from oxidation. Rangoon Oil.

This material, which is manufactured by Price's Candle Company, is found to be unalterable, always procurable of a uniform quality, and equal in every respect to the best sperm oil, and at the same time more economical.

"*Price's Rangoon Oil for preserving metal work*" is therefore to be demanded whenever oil is in future required by the departments for use of the army, and for the preservation of small arms, or for metal work of any description in store, in lieu of oils of other description hitherto supplied.—R.

To the Military Store Officers in Charge of Stations, &c., &c. J. CRAWFORD CAFFIN.

W. O. Circ., 620. 17*th Aug.*, 1860.

INSTANCES having occurred in which barrels of ball cartridges have been issued without percussion caps: Ball Cartridges and Caps for *Practice*.

Mr. Secretary Herbert has decided that in future, when ball cartridges are issued for *practice*, the proportion of 110 caps per 100 cartridges shall be retained in each barrel, instead of as at present taking the whole number of surplus caps from one or more barrels.

The barrels are to be marked with the letter P. before issue, in order to show that the ammunition is for *practice*.

Military store officers must be careful to adopt this course for the future.—A.

The Military Store Officer in Charge at ——. J. CRAWFORD CAFFIN.

W. O. Circ., 626. HOME AND FOREIGN. 30*th Aug.*, 1860.

MR. SECRETARY HERBERT having approved of an extra cut being made on the *outside* of all cartridges, pattern 1853, manufactured after the New Cartridge

New cartridge. 9th February, 1860, in addition to the three cuts on the *inside* paper previously approved in Circulars Nos. 416 and 417, the same is notified for the guidance of military storekeepers and others in charge of small arm ammunition.

Enclosed is a statement, with diagram, showing how such ammunition is marked.

J. CRAWFORD CAFFIN, *Director of Stores.*

To Military Storekeepers, &c.

NEW CARTRIDGE FOR RIFLES /53 PATTERN.

Royal Laboratory, Woolwich, March, 1860.

The following alteration has been made in the ammunition for the Enfield Rifle, Pattern 1853:—

All the cartridges made subsequently to 9th February, 1860, have an additional cut after lubrication.

The barrels of ammunition are marked as below:—

And each bundle of ten cartridges is also marked in the same way.—A.

E. M. BOXER.

W. O. Circ., 653. FOREIGN. 11*th Dec.*, 1860.

Browning arms. IN consequence of its having been found that the "mixture for browning arms" supplied from this country is liable to considerable loss from fermentation on distant voyages:

Military storekeepers are informed, by direction of Mr. Secretary Herbert, that it has been decided in future to issue to all foreign stations the *ingredients* unmixed for making the browning liquid, instead of ready for use as at present.

General instructions for mixing the chemicals and for browning gun barrels are annexed, and it is requested that they may be strictly attended to.

Military storekeepers are further informed that no corrosive sublimate or other materials but those specified in the instructions will be supplied, or are to be used in future in browning arms.

The Military Store Officer in Charge at ——. J. CRAWFORD CAFFIN.

General Instructions for Mixing the Chemicals and for Browning Gun Barrels.

I.

Mixing the ingredients the blue vitriol should be dissolved in cold rain and the other ingredients subsequently added. The mixture is con-

sidered to be improved by keeping, therefore all military storekeeper officers are advised to have a certain proportion always on hand mixed. Browning Arms.

The mixture must be kept in glass bottles well stoppered, as it will soon lose its virtue if kept in earthenware jars, or if the stoppers do not fit well.

II.

Browning Recipe for Black Barrels.

Tinct. Steel, . .	4 oz.	Nitric Acid, . .	2 oz.
Sweet Spirits of Nitre,	3 oz.	Blue Vitriol, . .	1 oz.
Spirits of Wine, .	3 oz.	Rain Water, . .	2 quarts.

1st. Coat the barrels with wet lime, clean with dry lime, and brush and wipe them with coarse linen cloth, coat them with the mixture with sponge, and then let them stand in the drying room twelve hours in ninety degrees heat.

2d. Scratch them with wire card, after which let them stand one hour to get thoroughly cold, coat them, and let them stand in the drying room six hours.

3d. Scratch them with wire card, let them stand one hour, coat them, and stand them in the drying room six hours.

4th. Scratch them with wire card, let them stand one hour, coat them, and stand them in the drying room six hours, after which immerse them in boiling water, every one being in the copper five minutes, then let them stand one hour, coat them, and stand them in the drying room six hours.

5th. Scratch them with wire card, let them stand one hour, coat them, and stand them in the drying room six hours.

6th. Scratch them with wire card, let them stand one hour, coat them, and stand them in the drying room six hours.

7th. Immerse them in boiling water, after which scratch them with wire card.

8th. Immerse them in boiling water, finish them with wire card, and then oil them.

Memorandum.

It will be observed that the time allowed for drying is in the first instance twelve hours, and the subsequent stages six hours. The barrels will generally be dry in this time, but, as the atmosphere has a great effect upon the acids of which the browning mixture is composed, this will not be *invariably* the case. It can be easily ascertained whether the barrels are dry or not by applying the steel scratch card, when, if dry, the rust will fly off quickly, but if not dry, the rust will adhere firmly, and the barrel will have a streaky appearance. Before the mixture is applied to the barrel, the nipple hole should be carefully stoppered up, to prevent any water or browning mixture getting inside, and the muzzle should also be stopped with a peg, made of pine or deal, about twelve inches long, four inches of which is to be inserted in the barrel, the remainder will serve as a handle for the workman.—A.

W. O. Circ., 757. FOREIGN. 2*d May*, 1862.

MILITARY store officers are informed, by direction of Secretary Sir George C. Lewis, that the nitric acid alluded to in Circular No. 653 should be thus described: Browning Arms.

Nitric acid (concentrated spec. grav. 1·42) oz. 2, and the Circular amended accordingly.—A.

J. CRAWFORD CAFFIN, *Director of Stores.*

To Military Store Officers in Charge.

STORES.

7.—CAMP EQUIPMENT.

W. O. Circ., 457. *9th August*, 1859.

Charges for Losses, &c.

On the occasion of any charge being made against the troops for any article of camp equipage *lost* or *embezzled*, and afterwards recovered, no claim can be admitted on the part of the troops for the possession of the article or articles, nor can the troops be repaid the amount which shall have been received and credited to the public by the military storekeeper or barrack-master, unless there may be some *peculiar* circumstances relating to the case; and in every such instance the commanding officer, after due inquiry, should represent the matter through the quarter-master general to the Secretary of State for War, who will authorize repayment of the sum received from the troops if deemed just; but this is to be considered an *exception* to the regulations, and *not* a rule.—c.

B. Hawes.

W. O. Circ., 637. Home and Foreign. *27th October*, 1860.

Prices of Articles.

Mr. Secretary Herbert having approved of a list* of cost prices of articles of camp equipage corrected to the present time, the same is enclosed for the information and guidance of military store officers in settling future charges upon the troops for loss or damage.

It is intended that this list shall be brought into operation from the date on which this circular reaches the station, which date should be shown by a certificate attached to the first account current transmitted to England.—c.

B. Hawes.

The Military Store Officer in Charge at ——.

W. O. Circ., 869. Home and Foreign (not India). *6th July*, 1864.

In Camps and on Service.

The Secretary of State for War having, with the concurrence of His Royal Highness the Field Marshal Commanding in Chief, approved of the accompanying* lists of camp equipments for troops in standing camps and on active service, the same are now promulgated for general information and guidance.—c.

Hartington.

* May be obtained on application at the War Office.

STORES.

8.—TOOLS.

W. O. Circ., 320. *20th Sept.*, 1858.

Artificers

THE enclosed revised lists* of artificers' tools for artillery, engineer, and army service generally, having been approved by the Secretary of State for War, are herewith transmitted for your information.—A.

JOHN ROBERT GODLEY.

W. O. Circ., 455. HOME AND FOREIGN. *6th August*, 1859.

Spades and Shovels.

MR SECRETARY HERBERT having been pleased to approve of the spades and shovels of the engineer pattern, with T handles, being adopted for general service of the troops and in barracks, the same is notified for your information, and lithographed drawings of the patterns are herewith transmitted.—S.

B. HAWES.

W. O. Circ., 612. HOME AND FOREIGN. *28th July*, 1860.

Artificers

THE attention of the Secretary of State for War has been called to Circular 320, dated 20th September, 1858, establishing certain revised lists of artificers' tools, without reference to other lists previously approved, which were intended to remain undisturbed; and with a view to prevent any future misunderstanding in consequence of the omission of such reference, the Secretary of State has directed the following statement, describing all the approved lists of artificers' tools, to be circulated in the department:—

List of Tools and Implements.	Approved by Order.	Date of Circular.
For General Army and Engineer Field Service, ...	13th Dec., 1854 (C—3678),	No. 1675, 22d Sept., 1855.
For Mining Purposes, ...		
For Boring for Water, ...		
For a Bricklayer and Mason, .	5th March, 1855 (C—3612),	
For a Tinman, ...		
For a Painter, ...		
For a Carpenter, ...	30th Aug., 1858 (54—Artillery, 2044), and 30th March, 1860 (54—Artillery, 4957),	No. 320, 20th Sept., 1858.
For a Smith, ...		
For a Collar Maker and Saddler, .		
For a Wheeler, ...		
For Farriers and Shoeing Smith, .	28th Oct., 1859 (54—Artillery, 4069),	No. 612, 28th July, 1860.
For a Cooper, ...	4th Feb., 1860 (54—Artillery, 4637),	

A.

The Military Store Officer in Charge at ——. J. CRAWFORD CAFFIN.

* May be obtained on application.

W. O. Circ., 782. HOME AND FOREIGN. *12th Sept.*, 1862.

Bricklayers' and Masons'.

THE enclosed lists* of tools for miners, and tools for a bricklayer and mason, are substituted, by direction of Secretary Sir George C. Lewis, for the lists of tools for those services included in Circular No. 612, dated 28th July, 1860, 54—Artillery—3492.—R.M.

Military Store Officers in Charge. J. CRAWFORD CAFFIN.

W. O. Circ., 787. *8th Oct.*, 1862.

Lists for Land and Sea Service.

THE Secretary of State for War having approved of the enclosed lists* of tools for land and sea service (—3—), viz.:—

No. 1. List of Smiths' Tools for General Army Service;

No. 2. List of Special Tools for the repair of Armstrong's Guns, *Land* Service;

No. 3. List of Special Tools for the repair of Armstrong's Guns, *Sea* Service;—

the same are promulgated for general information and guidance.—A.

EDWARD LUGARD.

* May be had on application.

STORES.

9.—BARRACK, HOSPITAL, AND MISCELLANEOUS.

W. O. Circ., 9. HOME AND FOREIGN. *30th Oct.*, 1856.

cooper's ware.

SIR,—In consequence of a report from one of the out-stations respecting the state of the washing-tubs, water-pails, &c., belonging to this department:

Your attention is called to the fact that all new cooper's ware, however well the staves may be seasoned, will shrink if kept in store for any length of time. You will therefore keep such articles in a store-room which is not too dry, taking care to drive well home, and properly tighten all the hoops, before making any issue to troops.—C.

I am, &c. W. VINCENT.

Storekeepers and Barrack-masters.

W. O. Circ., 145. *23d Sept.*, 1857.

brushes.

IN order to remove the frequent causes of complaint respecting the quality of paint and whitewash brushes supplied by this department for use in the service, it is directed that all foremen and artificers to whom such articles are issued be instructed to soak them in water, and see that the knots of the whitewash brushes are securely tied before using the same. It is further directed that the strings of all paint brushes now in store or hereafter received, be painted with two coats of paint before such brushes are issued for service.—B.

J. R. GODLEY.

W. O. Circ. Mem., 406. *26th March*, 1859.

Bickford's fuzes.

THE enclosed description of the various kinds of fuze made and supplied by Messrs. Bickford and Co., for the service of the War Department, is circulated for the information and guidance of military storekeepers, engineer officers, and others who may require to use it:—

The principal points to be attended to are—

1. To demand the particular kind of fuze suited to the required purpose.
2. To keep up as small a store as possible.
3. To use up all the old store before issuing or using new.
4. To pay great attention to the formation of a perfect junction between the fuze and the charge in subaqueous blasting, as it is at that point the fuze is most likely to yield.

B. HAWES.

DESCRIPTIVE LIST OF "BICKFORD'S PATENT FUZES," MANUFACTURED BY BICKFORD, SMITH, DAVEY, AND PRYOR, TUCKINGMILL, CORNWALL.

The patent safety fuze is an instrument manufactured for the purpose of conveying fire to the charge in blasting. It is made of flax, with a column of fine gunpowder in its centre, and appears like a hard varnished cord. To use it, one end of the required length is placed in the charge, and the hole is stamped with any soft substance which will not cut the fuze. Fire must

be applied to the fuze itself, which slowly and surely burns to the charge, if care has been taken to select that kind of fuze which the operation requires. It then affords the very best means of blasting ever devised, combining certainty, economy, and safety. Bickfo Fuzes.

No. 1. Common Safety Fuze.

This is the smallest kind of fuze which is made, and is only adapted for immediate use in dry ground, where the utmost care is taken in its application, and where the tamping is of a soft and homogeneous character, and is cautiously packed into the hole. In such circumstances it may be usefully employed.

No. 2. Patent Safety Fuze.

This fuze is adapted for all blasting in dry ground, being made with an ample quantity of the best materials. When kept at a moderate temperature, and carefully used, its certain operation is warranted.

No. 2. Patent Safety Fuze.*

This is the same fuze as the preceding, and is only adapted to the same kind of blasting, but is specially varnished for any given climate. That varnish which is suitable for a cold country becomes soft and sticky if exposed to much heat, while that which is suitable for a hot country becomes hard and brittle if exposed to great cold. This inconvenience is remedied, as far as possible, by the special preparation of the varnish to suit any given temperature, and which should be specified in the order.

No. 3. Patent White Fuze.

This fuze is adapted for use in dry ground and in close places, where there is a deficiency of pure air, or where the smoke occasioned by the burning of the common kinds of fuze is found to be inconvenient. Little or no smoke is emitted by its combustion. It is more likely to be injured by damp than the tar-varnished fuze.

No. 4. Patent Thread Sump Fuze.

This fuze is adapted for use in damp ground, and is so prepared as to resist the action of any moderate degree of humidity. It has a larger and stronger coating of yarn and varnish, and will bear rougher treatment, both before it is used and during the process of tamping, than the preceding kinds. It is strongly recommended where the careful management of the operatives cannot be relied on.

No. 5. Patent Taped Sump Fuze.

This fuze is adapted for use in wet ground, and is specially protected so as to operate efficiently even when the tamping is saturated with water. In such cases the charge of gunpowder should be placed in a cartridge; the end of the fuze should be inserted into the centre of the charge, and the junction of the fuze with the cartridge should be properly protected with a waterproof varnish. If employed in this manner, its certain operation is warranted.

No. 6. Patent Double-Taped Sump Fuze.

This fuze is covered with a second coating of tape and varnish, and is intended for blasting in very wet ground. It bears just the same relation to No. 5 as No. 4 does to No. 2.

If these kinds of fuze be kept in a dry room, so that the powder be not affected by damp, they will retain their efficiency until the varnish has lost its essential oil and become dust.

Care must be taken that these fuzes be not touched with any greasy or oily matter, as it rapidly penetrates through the varnish to the gunpowder, and prevents the proper burning of the fuze.

ord's

If, through exposure to cold, the tar varnish should become brittle and crack, so that there is a danger of the column of gunpowder in the centre of the fuze becoming damped in the hole, it may be remedied by very slightly greasing the varnish of the fuze *immediately* before it is used; and if, through exposure to heat, it should become soft and sticky to the touch, this may be obviated by rubbing into it a little whiting or any other such-like powder.

No. 7. Patent Gutta Percha Fuze.

This fuze is adapted to subaqueous blasting, where it is not liable to much motion from waves or currents, nor subjected to much pressure. It has answered its intended purpose after it has been under water for twenty-four hours, with a pressure of forty pounds to the inch. This is equivalent to the weight of water at the depth of eighty-eight feet.

No. 8. Patent Double Gutta Percha Fuze.

This fuze is superior to No. 7, being protected and strengthened by an additional coating of gutta percha. It will act in a greater depth of water, and will bear a greater strain than the preceding. It burns freely after having been twenty-four hours under water, with a pressure of 140 pounds to the inch. This is equivalent to the weight of water at the depth of 300 feet.

No. 9. Patent Taped Gutta Percha Fuze.

This is the same fuze as No. 7, and is adapted to the same use and duty; but, having an exterior coating of tape and varnish, which delays the oxidation of the gutta percha, it retains its efficiency for a much longer time. It is therefore well adapted for service in distant countries.

In all subaqueous operations great care must be taken that the union of the fuze and cartridge be by a perfectly water-tight joint, and the fuze must be strengthened as much as possible, both at and near the place of junction, else its swaying to and fro is very likely to break the joint, which would allow the water to soak into the charge.

If these gutta percha fuzes be kept in a dry room, so that the gunpowder cannot become damp, they will retain their efficiency as long as the gutta percha does not become brittle by its oxidation.—F.

W. O. Circ., 666. FOREIGN. 16*th Feb.*, 1861.

nery.

SIR,—I am directed by Lord Herbert to request that, upon your receiving any bills of lading from England containing books of stationery consigned to different offices, regiments, or individuals, you will without delay notify the particulars to the parties concerned, together with the name of the vessel and the date of the bill of lading.—S.

I am, &c. J. CRAWFORD CAFFIN.

The Military Store Officer in Charge at ——.

W. O. Circ., 700. HOME AND FOREIGN. 25*th July*, 1861.

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nes in
ing.

SEVERAL instances having occurred of lucifer matches, cigar lights, and other combustible articles being found in the greatcoats, chacos, and pouches returned by regiments into store, notwithstanding the injunctions laid down on this subject in Circular No. 375, superintendents of stores and barrack-masters are enjoined to examine all clothing and articles of apparel returned into their charge by regiments, before receiving the same into store, view to the immediate removal of any matches or other articles found

–c. J. CRAWFORD CAFFIN.

erintendents of Stores and Barrack-masters.

SUPERANNUATION ALLOWANCES.

W. O. Circ., 432. 1*st June*, 1859.

Officers of Civil Departments.

THE Lords Commissioners of Her Majesty's Treasury having decided that temporary and local allowances received by officers of the civil service abroad shall not, in future, be taken into consideration in estimating their claims to retiring pensions under the provisions of the Superannuation Acts; but that the average value of the allowances received by officers of the same rank at home shall, with the permanent salaries of each officer, form the basis upon which the superannuation allowance is to be calculated; the same is notified for the information of the officers concerned.—A. C.

B. HAWES.

W. O. Circ., 709. 29*th Aug.*, 1861.

Artificers, Labourers, and Others.

SIR,—I am directed by Secretary Sir G. C. Lewis to transmit, for your information and guidance, the enclosed rules in regard to the superannuation of artificers, labourers, and others, who are in the receipt of daily or weekly wages, and who have entered the service since the passing of the Superannuation Act of 19th April, 1859.

And as the Lords Commissioners of Her Majesty's Treasury are desirous of being furnished with lists of the individuals, or class of persons, who will be eligible under these regulations, I am to request that you will transmit a return thereof at the earliest opportunity.

B. HAWES.

The Lords Commissioners of Her Majesty's Treasury having had under their consideration the regulations which should be adopted to give effect to the Superannuation Act of 19th April, 1859, in regard to the allowances to be issued to such artificers, labourers, and others, in the receipt of wages, as have been appointed since the date of the Act in question; and having further considered "the proper manner of applying the provisions of the Act" in question, with reference to the nature of the remuneration given, either by means of a total compensation for service in the grant of a market rate of wages, or by a rate inferior thereto, which, in the course of years, is made up by "steady employment" and the prospect of superannuation: have determined—

I. That no persons are entitled to superannuation who are in receipt of the full market rate of wages.

II. That persons receiving less than the full market rate of wages may be admitted to the service in an established capacity, and become entitled to superannuation on the following terms:—

III. That the maximum age of admission to the service in an established capacity shall not exceed thirty-five, except in special cases, in which the Secretary of State may, with the concurrence of the Lords Commissioners of Her Majesty's Treasury, consent to make an exception.

IV. The 17th Section of the Act requires that all persons not appointed directly by the Crown shall, before appointment, pass a satisfactory examination before the civil service commissioners, and receive a certificate of competency. The service of such persons will reckon towards superannuation from the date of the certificate of the commissioners, or from the date (when a subsequent one) of the commencement of their duties.

rtificers, abourers, nd Others.

V. With a view to give effect to the fourth item of these regulations, Sir G. C. Lewis has decided that the examination shall embrace the following subjects:—

Reading, Writing, and Arithmetic—first four Rules.

Each person will also be required to produce evidence of physical fitness, and the necessary proof of good character.

VI. All artificers, labourers, and others employed in the colonies who are not of the English race, but who may be nominated for permanent appointment, will not (unless they desire it) be subjected to the educational examination above referred to. If, however, they should be exempted from this test, they will be required to serve a period of five years on probation prior to appointment on establishment, and the necessary proof of age, good character, physical fitness, and aptitude for their duties, must be furnished, in order that the certificates of the civil service commissioners, as required by the 17th Clause of the Superannuation Act, may be obtained.—A.

B. Hawes.

Officers in Charge of Departments, &c.

W. O. Circ., 729. Home and Foreign. 17*th Dec.*, 1861.

rtificers, abourers, nd Others.

With reference to Clause III. of regulations relative to superannuation allowances embodied in Circular 709, I am directed by Secretary Sir George C. Lewis to state that, with the concurrence of the Lords Commissioners of Her Majesty's Treasury, the maximum age for office-keepers, foremen, labourers, &c., who have been appointed on the permanent establishment since 19th April, 1859, and subsequently to their discharge to pension from the army, has been raised, so far as the Military Store Department is concerned, to an age not exceeding forty-two, and the Royal Engineer and Barrack Departments to an age not exceeding forty-five.

I am, however, to state, with reference to Clause I. of the regulations which are attached to the circular, that the rate of wages paid at a station, at which men are found willing to engage themselves for employment, must be taken to be the "full market rate," it being optional with the men to accept or refuse such wages.

Should there, however, be any men at your station engaged since the passing of the Act (19th April, 1859), who have really entered the department on a clear understanding, or with a well-grounded expectation, that they would, if they conducted themselves well, and remained in the employment of the department, receive future superannuation, Sir George C. Lewis will (on receiving the full particulars of each case) consider whether such cases should be transmitted for the special consideration and decision of the Lords Commissioners of Her Majesty's Treasury.—A.

B. Hawes.

VETERINARY DEPARTMENT.

W. O. Circ., 75. *24th March*, 1857.

Bills of Civ Surgeons.

SIR,—In order to remove the inconvenience which arises from time to time in settling the bills of civil veterinary surgeons, the Secretary of State for War directs that, whenever the services of a private practitioner are required, special care shall be taken to inform him, in case of objections being made to the charges he may make for his professional attendance, that they will be submitted to the examination and decision of the principal veterinary surgeon, and that his award is to be considered as final by such practitioner.—C.

The Officer Commanding ——. I have, &c. B. HAWES.

VICTORIA R. *W. O. Circ.*, 440.

Royal Wa rant.

WHEREAS it hath been represented to us that it is expedient to raise the position and rank of the veterinary surgeons of our army, and to increase the pay and half pay of the officers of that service, our will and pleasure is, that, from and after the date of this our Royal Warrant, the following rules shall be established for the admission, promotion, and retirement, and for the pay, half pay, relative rank, and allowances of the veterinary surgeons of our army, and that by these rules our Commander in Chief shall be governed in recommending officers for admission, promotion, and retirement.

1. The grades of veterinary surgeons in our army shall be three in number, viz.:—

1. Staff Veterinary Surgeon.
2. Veterinary Surgeon of the First Class.
3. Veterinary Surgeon.

2. No candidate shall be admitted into the Veterinary Department of the army until he shall have satisfactorily passed an examination before a Board of Military Veterinary Surgeons.

3. No veterinary surgeon shall be eligible for promotion until he shall have passed such examination as our principal Secretary of State for War may require, and shall have served on full pay, with the commission of veterinary surgeon, for five years.

4. A veterinary surgeon of the first class must have served fifteen years in the army with a commission on full pay, before he will be eligible for promotion to the rank of staff veterinary surgeon.

5. In cases, however, of emergency, or when the good of the service renders such alteration necessary, it shall be competent for our Secretary of State for War to shorten the several periods of service above mentioned, in such manner as he shall deem fit and expedient.

6. Promotion from one rank to another shall not necessarily be given by seniority, but by selection for professional ability and meritorious conduct; such selection to be made by our principal veterinary surgeon; and the ground of such selection shall be stated to us in writing, and recorded in the office of our Commander in Chief, together with the recommendation of the principal veterinary surgeon.

7. The rates of pay of the veterinary officers of our army shall be in accordance with the following schedule:—

Royal Warrant.

	Service on Full Pay.					
	After 25 Years.	After 20 Years.	After 15 Years.	After 10 Years.	After 5 Years.	On Appointment.
Staff Veterinary Surgeons, . . .	23s.	22s.	21s.			
Veterinary Surgeons, 1st Class, . .	20s.	17s.	15s. 6d.	14s. 6d.	12s. 6d.	
Veterinary Surgeons, ...	14s.	14s.	14s.	13s.	11s. 6d.	10s.
Veterinary Surgeons who entered our Service prior to the date of this Warrant, ...	17s. 6d.	15s.	14s.	13s.	11s. 6d.	10s.

8. It is to be clearly understood that all increase of pay from length of service is to be granted subject to a veterinary surgeon having discharged his duties with zeal and ability.

9. After the date of this our warrant, every veterinary officer placed on half pay by reduction of establishment, or on the report of a medical board, in consequence of being incapacitated by reason of ill-health, caused by wounds or brought on by the discharge of his duties, shall be allowed the half pay which his period of full pay service may entitle him to, according to the following schedule:—

	After 25 Years.	After 20 Years.	After 15 Years.	After 10 Years.	After 5 Years.	After 3 Years.	Under 3 Years.
Staff Veterinary Surgeon, . .	15s.	14s.	The half pay of his former rank.				
Veterinary Surgeon, 1st Class,	13s. 6d.	11s. 6d.	10s. 6d.	9s. 6d.	The half pay of his former rank.		
Veterinary Surgeon, . . .	..	..	9s. 6d.	8s. 6d.	7s.	4s.	Temporary half pay at the rate for a period equal to that for which the Officer has served on full pay.
Veterinary Surgeons who entered our Service prior to the date of this Warrant, ..	10s.	9s. 6d.	9s. 6d.	8s. 6d.	7s.	4s.	

10. With a view to maintain the efficiency of the service, all officers of the rank of veterinary surgeons and veterinary surgeons of the first class shall be placed on the retired list when they shall have attained the age of fifty-five years, and all staff veterinary surgeons when they shall have attained the age of sixty-five years.

11. Officers thus superannuated shall be entitled to the rate of half pay stated in the preceding schedule.

12. Every veterinary officer who shall have served upon full pay for twenty-five years and upwards, shall have the right to retire upon half pay, at the rate of two-thirds of the daily pay he was in receipt of when thus retiring, provided he shall have served three years in the rank from which he retires, or shall have served in any rank for ten years in the colonies, or five years with an army in the field. But if he shall not have complied with any one of these conditions, he shall be entitled only to half pay at the rate of two-thirds of the daily pay he was in receipt of before his last promotion.

13. Every veterinary officer thus claiming to retire must give six months' notice to the head of his department of his intention to claim this right prior

to his being allowed to retire; and no veterinary officer shall be entitled to give such notice after he shall be under orders to proceed to any foreign station, until he shall have served at such station for one month. Royal W rant.

14. If a veterinary officer be placed on half pay from any other cause than those hereinbefore mentioned, he shall only be allowed a temporary rate of half pay, not exceeding the rates stated in Clause 9, for such period and at such rate as shall be assigned to him by our Secretary of State for War, on a consideration of the length and character of the services rendered by such veterinary officer.

15. The relative rank of the veterinary officers of our army shall be as follows:—

Veterinary Surgeon, on appointment, as Subaltern.
Veterinary Surgeon of the First Class, on promotion, as Captain.
Staff Veterinary Surgeon, on promotion, as Major, but junior of that rank.

16. Such relative rank shall carry with it all precedence and advantages attaching to the rank with which it corresponds (except as regards the presidency of courts martial, and of all military courts, committees, and boards of inquiry, where our will and pleasure is that the senior combatant officer be always president, and except, further, any military command whatever), and shall regulate the choice of quarters, rates of lodging money, field allowances, forage, servants, fuel and light, or allowances in their stead, detention and prize money. But when a veterinary officer is serving with a regiment, corps, or detachment, the officer commanding, though he be junior in rank to such veterinary officer, shall be entitled to a preference in the choice of quarters.

17. Veterinary officers shall be entitled to all the allowances granted by our Warrant of 13th July, 1857, on account of wounds and injuries received in action, as combatant officers holding the same relative ranks.

18. Their families shall, in like manner, be entitled to all the allowances granted by our Warrant of 15th June, 1855, to the families of combatant officers holding the same relative ranks.

19. Veterinary officers shall be held entitled to the same honours as other officers of our army of equal relative rank. This does not, however, extend to the compliments to be paid by garrison or regimental guards, as laid down in the Regulations of our Army.—w.

Given at our Court of St. James this first day of July,
1859, in the twenty-third year of our reign.

By Her Majesty's Command. SIDNEY HERBERT.

WAR OFFICE.

1.—GENERAL DEPARTMENTAL REGULATIONS.

W. O. Circ., 33. HOME STATIONS. 1*st Jan.*, 1857.

HER Majesty's postmaster general having forwarded to this department a paper dated December 1856, respecting the address and direction of letters intended for delivery in London, a copy of the paper in question is herewith transmitted, and it is Lord Panmure's desire that the wishes of the postmaster general may be carried into effect, so far as the offices of the War Department are concerned. Addres Letters

It is requested, therefore, that the addresses of all letters intended for the War Department, Pall Mall, may contain, in the proper place, the initial letters of the district, S.W.—P.

B. HAWES.

W. O. Circ., 90. 17*th April*, 1857.

The postmaster general, in consequence of the delay and inconvenience occasioned by the transmission of heavy packages through the post office, having requested that, so far as the War Department is concerned, no single package intended to be so sent shall exceed 14 lbs. in weight: Heavy ages by

The Secretary of State for War desires that this restriction may be duly observed.—P.

B. HAWES.

W. O. Circ., 161. 22*d Oct.*, 1857.

WITH reference to Article 119 of the Ordnance Regulations, authorizing the deduction of 5*s.* a day for the pay of a substitute, from the salary of any clerk who may be absent from his duty on sick leave for more than three months at one time, the Secretary of State for War desires that it may be known that the rule laid down in the Treasury Minute herewith, relative to the grant of leave of absence on account of sickness, will for the future be observed in all the branches of the War Department, both at headquarters and at out-stations, with the exception of the military store service. This latter branch of the service will continue to be governed in this respect by the 15th Article of the Store Warrant, recently approved by Her Majesty for that service. Absenc Sicknes

B. HAWES.

Copy of Treasury Minute, dated 30*th June*, 1857.

"Leave of absence on full pay for the recovery of health shall not exceed six months; and, if longer absence from duty should be necessary, not more than half salary should be allowed for a further period, not exceeding six months, by which time it may be expedient that it will become apparent whether the officer can return to the effective discharge of his duty.

"My Lords will be guided by these general principles in cases of this kind which occur in their own office, and in other offices to which they may be applicable, and they will grant any portion of the leaves of absence above indicated, and of the whole or half salary accordingly, as the circumstances of each case may appear to justify."—A.

W. O. Circ., 199. *5th Jan.*, 1858.

pplications Promo-n.

MUCH inconvenience and unnecessary correspondence arising from the practice, on the part of officers, clerks, and others employed in the various services connected with the War Department, of applying, either themselves directly or through their friends, for promotion, exchange, &c., Lord Panmure desires that this practice may henceforth be discontinued, and that all such applications may be made through the immediate superiors of the persons so applying, addressed to the Under Secretary of State.

The heads of the several services connected with the War Department will cause this instruction to be communicated to all persons employed under them, and intimate to them that the object for which such applications are made will not be forwarded by a departure from the above rule.—P.

R. HAWES.

W. O. Circ., 548. *16th Feb.*, 1860.

RATES OF PERSONAL ALLOWANCE FOR OFFICERS AND OTHER MEMBERS OF THE WAR OFFICE, AND IN THE CIVIL ESTABLISHMENTS AT OUT-STATIONS, NOT WITHIN THE PROVISIONS OF THE TRAVELLING WARRANT No. 204, DATED 23D DECEMBER, 1857.

rsonal llowances.

THE Secretary of State for War has decided that, in lieu of the rates of personal allowance at present fixed for the respective ranks of officers and clerks belonging to the department, when ordered from their homes on public duty, one uniform rate applicable to all classes (except as hereafter provided for the clerks and appointments of lower grade at out-stations) shall be substituted; and as this allowance should be no more than sufficient to provide for the actual and necessary excess of expense of living away from the usual place of residence, he has approved of the rate being fixed at 16s. a day from 1st April, 1860.

A further allowance of 4s. a day will be admitted if the officer is accompanied by a servant, and his rank entitles him to take one, or if the duty upon which he is employed obliges him to travel with one.

Half the daily allowance is to be charged for the days of leaving and returning home, unless the duty is completed in two days, when an allowance for one day and a half will be granted.

When the duty is completed in the same day, an allowance of 8s. is to be charged if the officer travel a distance of not less than fifteen miles from his home. If the distance be less than fifteen miles, 4s. only will be allowed.

It is to be distinctly understood that this regulation is intended to apply to all persons holding appointments, both at the head-quarters of the War Office and at the out-stations, hitherto in receipt of a higher rate of personal allowance than 16s. a day.

The uniform rate thus fixed is also to be considered applicable to all officers, whether civil or military, travelling upon the Continent of Europe or in the United States of America, hitherto allowed special rates for personal expenses exceeding 16s. a day.

The rate of 10s. a day heretofore allowed to clerks and others holding appointments in the manufacturing and other civil establishments at the out-
having been considered in reference to the rate of 10s. a day granted
lerks of equal or approximate grades serving under the several
storekeepers, whose travelling allowance is fixed by the Royal
f 23d December, 1857, No. 204, it has been determined to remove
tion which exists between these classes respectively, and the rate
ged therefore in the travelling accounts preferred by all of these
services performed subsequent to 1st April, 1860, will be limited

to 10*s.* a day, with half and quarter of such rate under the conditions provided for in that Warrant.—A. Personal Allowance

B. HAWES.

W. O. Circ., 615. 31*st July*, 1860.

A MISAPPREHENSION having prevailed with regard to the interpretation of Article 70, page 16, of the Ordnance Home Regulations, which forbids the purchase of ordnance stores by persons in the ordnance service: Purchases by Employés.

Mr. Secretary Herbert desires it to be understood that this restriction is to apply to all officers and men, civil or military, in the employment of the War Department.

Such officers and men will therefore be precluded from purchasing War Department stores when offered at a public sale.—S.

B. HAWES.

W. O. Circ., 843. HOME AND FOREIGN. 25*th Nov.*, 1863.

THE Secretary of State for War having had under consideration the Order of 21st March, 1863, Gen. No. 6—812, the concluding portion of Article 46, and the whole of Article 68, of the Ordnance Regulations dated 1855, desires that the same be cancelled, and the following substituted in lieu:— Employment of Men and Stores.

"When there is a relax of business, and the men can be spared without detriment to the service, they may be employed in repairing and keeping in order departmental roads, and doing what may be necessary to the ground round the storehouses and buildings, exclusive of the premises attached to the quarters of the officers and men.

"Stores and materials belonging to Government *are on no account* to be used for private purposes; and labourers are *not* to be employed for any private purpose whatever during the regular working hours of the department, nor during any *extra time* in which they may be required for the public service, *even though their pay be checked on the 'List and Check Book.'*"—S.

EDWARD LUGARD.

WAR OFFICE.

2.—EXECUTIVE DUTIES.

W. O. Circ. Mem., 56. *24th Feb.*, 1857.

Functions of Store and Manufacturing Departments.

THE Secretary of State for War, finding that considerable misapprehension prevails with respect to the relative functions of the store branch and the manufactories of the War Office, desires that the following rules be observed:—

1. All manufactured articles of every description are to be in charge of the store branch, which is to be exclusively responsible for holding a sufficient quantity on hand, as well as for keeping them in proper preservation and repair.

2. All demands and orders for the issue of stores to the various services are to be forwarded to the store branch for execution.

3. If the stores should not be on hand, or if, after issuing them, it should be necessary to replace them, the store branch will make requisitions for them; on which authority will be given for the purchase or manufacture, as the case may be, of the stores required.

4. All articles of the descriptions with which the Government manufactories are concerned, when returned into store after use, will be inspected by the officers of the manufactories, and will be reported by them to the storekeeper, as the case may be, "Serviceable," "Repairable," "Unserviceable," or "Obsolete," and he will bring them on his charge accordingly.

5. In the event of there being in possession of the store branch any repairable or convertible stores which may be made applicable to the completion of any order made on the manufactories, the superintendent of the manufactory concerned will demand the quantity of such stores which may be required for that purpose.

6. In all cases of doubt or difficulty connected with the condition of stores with which the Government manufactories are concerned, and, generally, when requisite, it will be the duty of the store branch to obtain the opinion and assistance of the officers of the manufactories; and the director of stores and his officers will be held strictly and exclusively responsible, if, from neglect of this precaution, stores either of an improper kind or in an imperfect condition be issued for service; or if stores which have become unserviceable from change of pattern, or any other cause, be kept unnecessarily on hand, instead of being converted or sold.

7. All requisitions for the provision of stores made by the heads of the manufactories will in the first place be transmitted to the store branch, for the purpose of ascertaining whether any of the articles can be supplied from store; and the store branch will transmit to the accountant general a list of all stores supplied by it to the manufactories, in order that such stores may be valued, and the votes of the manufactory concerned debited with the amount.—M. S.

B. HAWES.

W. O. Circ., 156. *19th Oct.*, 1857.

Duties abroad.

SIR,—The Secretary of State for War having determined that the boards of respective officers should be abolished, and that the cash business

of the several branches of the War Department at foreign stations should be concentrated, it becomes necessary to make new provisions for carrying on the financial and executive duties of the War Department abroad. Moreover, his Lordship thinks it desirable that a more complete local supervision should be maintained over the several branches of the department at foreign stations than has heretofore been possible. With these views he has instructed me to forward to you the enclosed documents for your information and guidance, and further to direct that the following regulations be observed, viz:— Duties Abroad.

1st. You will henceforth consider yourself generally responsible to the Secretary of State for the due performance of the duties of all the military departments within your command, including those of the

Commanding Officer of Artillery,	Commissariat Officer,
Commanding Royal Engineer,	Principal Medical Officer, and
Military Storekeeper,	Purveyor.
Barrack-master,	

2d. Nothing contained herein is to interfere with the usual course of correspondence between you and the Commander in Chief of the army, with reference to the military discipline and service of the corps of Royal Artillery, Royal Engineers, and the medical and purveyor's staff; the object of this circular being strictly limited to those administrative duties upon which the instructions proceed direct from the War Office.

3d. As a general rule, the local heads of these branch departments will continue to receive, from their respective chiefs in the War Office, instructions for their guidance, in accordance with the orders of the Secretary of State, and you will call upon them at such times as may be most convenient to you to submit those orders for your information; but whenever the importance of the question renders it desirable, the instructions will be sent to you by the Secretary of State, to be communicated by you to the officers in question.

4th. Whenever you shall deem it necessary to communicate with the Secretary of State for War on a service connected with any branch of the department, you will call upon the head of that branch for his opinion in writing, which you will forward, together with your own recommendation upon the subject, for his Lordship's information.

5th. All estimates for works, repairs, and establishments are in the first instance to be submitted to you by the several branches concerned with them, for your information and approval, before they are forwarded for the decision of the Secretary of State for War.

6th. You will from time to time, when practicable, inspect the various branch departments to such extent as will satisfy you that they are efficiently conducted; and you will transmit direct to the Secretary of State a report of your proceedings and observations, in time to reach this office by the 1st November in each year.

7th. Annexed are certain special directions and heads of inquiry which relate to particular branches, and upon which information is desirable; but the Secretary of State will be glad to receive any observations on other points which you may think proper to notice.

8th. In the event of its being necessary to provide specially for carrying on the business in any branch department, from the death or absence of any of its officers, or from any other cause, the head of the branch concerned will represent the same to you, and act upon your authority in the matter, pending the receipt of instructions from this office. Should a branch department require at any time additional temporary assistance, you will, should you think fit, direct such assistance to be procured, and report the

Duties abroad.

same to the Secretary of State. All proposals for increase of the pay of temporary clerks, and other subordinates in the several branches, are to be submitted for such observations as you may have to make upon them before they are sent home for the decision of the Secretary of State.

9th. If there be any sub-stations in your command at which establishments belonging to the War Department are kept up, you will delegate such of the powers and duties herein referred to with respect to them as you cannot conveniently exercise yourself to the officers commanding at such sub-stations respectively, and you will instruct them as you may think fit with reference to their communicating with this office directly, or through your own head-quarters.

10th. You are requested to give the necessary orders that the new system may come into operation from the commencement of the quarter succeeding the receipt of this circular at your station, if sufficient interval occur for completing the arrangements, or otherwise from the commencement of the subsequent quarter. You will be pleased to report the date determined on.

I have, &c., J. R. Godley.

The General or other Officer Commanding the Forces at ——.

Special Directions and Heads of Inquiry referred to in the annexed Circular.

Artillery Branch.

Are the ordnance, carriages, and traversing platforms mounted on the several defences kept in serviceable condition and working order, and, with their proportions of side arms and small stores, under proper military protection?

Are the proportions of made-up ammunition allotted for immediate service of the mounted ordnance sufficient, and are the expense magazines in proper condition, and under adequate military protection?

Are the service field guns, with their carriages, ammunition, and equipments, in efficient condition, and under suitable cover and protection?

Engineer Branch.

Is the establishment of clerks, artificers, and labourers sufficient, and not more than sufficient, for the performance of the duties?

Have the works and repairs been carried out in accordance with the plans and estimates approved by the Secretary of State for War for the financial year?

Have the barrack repairs been executed with promptitude?

Do correct plans exist of the fortifications, barracks, and other military buildings, and are they in good preservation?

Is the property of the War Department well looked after, are encroachments resisted, and are those portions of land not immediately required for the public service let to the best advantage?

Military Store Branch.

Is the establishment sufficient, and not more than sufficient, for the performance of the duties?

Is the supply of military stores on hand, in your opinion, sufficient, and not more than sufficient, for the requirements of the station?

Are the storehouses, magazines, and buildings attached to the store branch, in your opinion, equal to or beyond the requirements of the service, and are they maintained in good repair?

Are the duties of the store branch properly and promptly executed in meeting the requisitions made upon it by the other branches of the service?

With a view to ascertaining the state and number of the stores in charge

of the military storekeeper, you will each year, or oftener if required, appoint a properly qualified officer for the purpose of effecting a survey of the stores in charge of the military storekeeper, who will certify as to the general condition of the stores, the way in which they are kept, and whether any portion of them is obsolete or unfit for service from any cause; and he will also certify to the general correctness of the numbers on charge, by selecting such articles as he may think proper, and causing them to be counted, so that from these articles an approximate opinion may be formed as to the state of the general store. Duties Abroad.

Once in every five years you will cause a complete remain or taking of stock to be effected, and appoint a properly qualified officer to perform that duty.

Your order will be required for all issues of stores not previously sanctioned by authority from this office; and you will, without delay, report such order to the Secretary of State, explaining at the same time your reasons for granting it.

The annual certificate for increase of pay for the head of the store branch in your command will, in future, be submitted to you for approval or otherwise, as you may think fit.

Barrack Branch.

Are the barrack inspections made with regularity, and are the orders relative to barrack damages chargeable to the troops strictly carried out?

Are the issues of bedding and stores made with regularity, and with due regard to the convenience of the troops?

Do the several barrack-masters, in carrying on the duties of their departments, co-operate cordially with the military authorities?

Commissariat Branch.

Is the establishment sufficient, and not more than sufficient, for the performance of the duties?

Are the financial duties of the controller and accountant efficiently performed?

Are the troops well and regularly supplied with their rations of provisions, forage, fuel, and light?

Is the necessary transport furnished for all authorized services?

Are the contracts entered into for the various supplies and services of the department efficiently and economically managed?

Should you deem it necessary to order the issue from the commissariat stores of any extra rations of provisions, forage, or fuel and light, or pecuniary allowance in lieu, over and above the allowance granted by the royal warrant, or sanctioned by the local regulation of the command, you will report the same without delay, for the approval of the Secretary of State, explaining your reasons for granting it.

Purveyor's Branch.

Is the establishment sufficient, and not more than sufficient, for the performance of the duties?

Are the supplies furnished with due regularity to the hospitals; and are they uniformly of good quality and suitable for the use of the sick?

Are the diet rolls and other documents required by the purveyor from the surgeons punctually rendered to him, and do the paymasters of regiments receive the stoppage returns with regularity from the purveyor?—R.

W. O. Circ., 157. 19*th Oct.*, 1857.

GENTLEMEN,—I am directed by the Secretary of State for War to inform you, that his Lordship has decided on abolishing the boards of the Duties Abroad.

Duties Abroad.

respective officers, as not suited to the existing constitution of the War Department—to transmit for your information the enclosed documents—and to request that you will act upon them individually, and communicate their substance to the barrack-master, who has hitherto been under your directions, but who will henceforth be the head of a separate branch.

You will observe that the Secretary of State for War has transferred to the officer commanding the troops some of the more important of the functions that have hitherto vested in you in your collective capacity; and that all the cash business of the department, excepting that of the regimental paymasters, will in future be performed by one accountant at each station, under the supervision of an officer who will be designated "Controller of Army Expenditure."

The regulations of the 1st January, 1857, $\frac{148}{307}$, have provided for the custody and letting of Government property.

There are still, however, a few matters of detail in which you are specially concerned, and for the performance of which it is necessary to provide.

All reports, returns, demands, and other correspondence from the several departments, that have hitherto been forwarded through the respective officers, will henceforth, as a general rule, proceed direct from the officer in charge of the branch at the station to the head of that branch at the War Office. Reports from officers relating to any other branch beside their own should be accompanied by the written opinion of the senior officer of such branch upon the propositions submitted, so as to avoid the necessity of a reference back to the station.

Letters relating to subjects of importance, upon which it is probable that the Secretary of State for War would desire to have the opinion of the general or other officer commanding, are to be invariably transmitted through that officer.

Incidental repairs will be performed under the sanction of the commanding royal engineer, within the limits of the authorized estimates.

All applications for the temporary use of quarters and stabling, beyond the amount of accommodation prescribed by the regulations, must be submitted by the barrack-master for the approval of the officer commanding the troops at the station.

The commanding royal engineer will bring to the notice of the officer commanding the troops any proceedings contemplated by colonial authorities which may be likely to affect lands or buildings belonging to the War Department.

The military storekeeper will hand over to the accountant the forms and other documents which may be in his possession connected with the ordnance cash duties, excepting such as he may require under Article 16 of the enclosed "Instructions," and communicate to him the existing orders and regulations affecting the branches of public expenditure hitherto paid by the officer in charge of the Ordnance Storekeeper's Department. He is also expected to afford to the controller and to the accountant every assistance in his power in furtherance of the object of the new arrangements.

He will, of course, complete his final cash accounts, and transmit them to the accountant general immediately on the expiration of the quarter previous to the adoption of the new arrangement, paying into the Treasury chest any balance of public money that may be in his hands.

The barrack-master will be held responsible for the correctness of his ...rs, which, after having been certified by himself, must be trans... ...o the accountant for payment.

...ance of pay to barrack-masters coming home will be authorized by ...oller.

Such part of the records of your office as are not strictly financial will remain in charge of the military storekeeper, and will be open for reference to any officers whom they may concern. Duties Abroad.

Should there be any point not provided for in the above instructions, and which cannot be readily determined by yourselves in accordance with their spirit, you will request the general officer commanding to provide for the execution of the duties in question until he can refer the case for the decision of the Secretary of State for War.

These instructions will apply to boards of respective officers at sub-stations equally with that at the head-quarter station.—R.

I have, &c., J. R. GODLEY.

The Respective Officers at ——.

W. O. Circ. Mem., 172. *12th Nov.*, 1857.

THE Secretary of State for War has decided that the board of respective officers, and the office of the clerk of survey in Dublin, are to be abolished, and that the duties hitherto performed by them are to be provided for as follows:— Duties in Ireland.

The deputy quarter-master general in Ireland will notify the movement of troops in Ireland to the respective barrack-masters, receive and forward to the quarter-master general applications for extra fuel and light, for approval and sanction in the usual manner, and receive occupation and equipment returns from the several barrack-masters direct.

The inspector general of fortifications will receive occupation returns, and applications from constabulary and militia to occupy barracks. The commanding royal engineer in Ireland will forward direct to the inspector general of fortifications the perambulation and other periodical or special reports relative to the custody of War Department property.

The military storekeeper will superintend the execution of all contracts for clothing, accoutrements, saddlery, and other stores for the constabulary in Ireland, be present at the opening of all tenders, inspect all the clothing and stores supplied by contractors in Ireland, pay contractors (when directed to do so by the accountant general), as well as the salaries of clerks of works and engineer establishments in Dublin, receive rents for barracks and lands, and repayments for fuel, candles, and straw, &c., supplied by contractors for the constabulary depôts in Ireland, and receive copies of occupation and equipment returns from the barrack-masters. He will also apply to the officer commanding the forces for the appointment, half-yearly, of duly qualified officers to be associated with him in the half-yearly survey of stores.

The Commissariat Department will superintend the execution of all contracts for fuel, candles, and palliasse straw for the troops in Ireland, including the payment of all claims arising out of the straw contracts expiring on the 30th November, 1857.—R. B. HAWES.

W. O. Circ., 249. *4th May*, 1858.

SIR,—The Secretary of State for War having determined, by Circular No. 156, dated 19th October, 1857, that officers commanding at stations abroad are to be generally responsible for the due performance of the duties of all the departments, military and civil, in their respective commands, I am directed by Secretary Major General Peel to acquaint you that, under these circumstances, he considers it desirable that all vacancies occurring in the Vacancies Abroad.

Vacancies Abroad.

subordinate situations of these departments, including temporary assistance of any kind, should be provisionally filled up by the officer commanding, who will before making an appointment ascertain from the officer in charge of the department the qualifications required, and select a person who may appear to him to be qualified for the situation, the provisional appointment thus made being submitted by the first opportunity for the confirmation of the Secretary of State.

You are therefore requested to communicate these directions to the local heads of the several departments within your command for their information and guidance; and it is anticipated that by this measure you will have the means of providing for such deserving discharged or pensioned non-commissioned officers or privates as may prove to be qualified for the vacant situations.—v.

I have, &c. B. HAWES.

The Officer Commanding ——.

W. O. Circ., 467. *30th Aug.*, 1859.

Legal Advice in Colonies.

MR. SECRETARY HERBERT has decided that the arrangement contained in the Circular dated 26th April 1847 (S—48), issued by the late Board of Ordnance to the respective officers, for employing the crown lawyers of the various colonies as professional advisers to that board, shall not be in future applicable to the business connected with this office.

The officer commanding in each colony will therefore select a legal adviser of character and eminence in his profession to act for this department. He may be one of the colonial law officers or not, as the officer commanding may think best; he will be paid at the rates and in the manner customary in the colony; and his name is to be reported for the approval of the Secretary of State for War.

It is to be understood, however, that in cases where it may be desirable to obtain the advice of the chief law officer of the colony, if he be not the selected adviser, such advice may be taken and his usual fees paid.

This decision is to be communicated to the various departments concerned.—A. JOHN ROBERT GODLEY.

To General and other Officers Commanding the Troops Abroad.

W. O. Circ., 592. *17th May*, 1860.

Legal Advice in Colonies.

MR. SECRETARY HERBERT having been in communication with his Grace the Duke of Newcastle upon the subject of the legal advice which it may be at times necessary to obtain in our colonies in conducting the business of the War Department, and having had under his consideration Circular 467 of the 30th August, 1859, and that of the Board of Ordnance No. 1467, of the 26th April, 1847 (S—48), desires that the operations of Circular 467, so far as it approves of a separate legal adviser being appointed, should be limited to colonies having a responsible government, and in which the law officers of the crown are therefore subject to frequent changes, and to other cases in which, from some local circumstances, the general officer commanding, with the assent of the governor, may consider that the law officers of the crown are unable to attend conveniently to the business of the War Department.

The Circular of the late Board of Ordnance, No. 1467, already referred to, provides that where "a law officer of the crown is paid by a salary, his remuneration annually is to bear to his annual salary, as nearly as may be, the same proportion which the demands of the Board of Ordnance on his

time and attention during the year may have borne on the demand made during the same period on his time and attention by the colonial government:" and that where he is "remunerated by fees, the fees to be paid by the Board of Ordnance are to be neither greater nor less than the fees which any such officer may receive in respect of duties of equal importance and difficulty for the local government." Legal Advice in Colonies.

Mr. Herbert now wishes to add, that when the income of the person concerned is derived partly from his official salary and partly from private practice, he should receive the fair remuneration which he would obtain from private individuals for any business which may be thrown upon him by the War Department.

There are cases in which the services of the legal officer of the crown can only be rendered as a barrister, and a case must therefore be prepared for him by an attorney, and in some minor cases the services of the attorney may alone be required. Officers commanding will therefore use their judgment in such cases where a diminution of legal expenses may be effected without sacrificing public interests.

Mr. Herbert takes this opportunity of calling attention to the Circular of the late Board of Ordnance, No. 1566, of 26th May, 1852, relative to taxing and certifying legal charges.—A.

B. Hawes.

W. O. Circ., 598. *12th June*, 1860.

Instances having recently occurred in which prosecutions have been undertaken on behalf of the War Department without the previous sanction of the Secretary of State, I am desired by Mr. Secretary Herbert to apprise you that he cannot hold himself responsible for any proceedings which have not been previously expressly sanctioned by him. Prosecutions, &c.

In cases requiring legal assistance, as in the prosecution of criminals at sessions or assizes, or in other matters, the circumstances should be briefly stated for the decision of the Secretary of State; and if a prosecution or other proceedings be approved, the solicitor to the department will be instructed to take charge of the same.

In cases wherein the accused have been arrested and taken before the magistrates for examination, a copy of the depositions should be forwarded forthwith to this office, and, if possible, an adjournment of the case should be obtained, in order that the decision of the Secretary of State may be conveyed to you before the prisoners are committed for trial.

In cases in which the magistrates have a summary jurisdiction,* the offenders may be summoned and punished without a previous reference to the Secretary of State, as such proceedings are generally for minor offences, and seldom involve legal expense.—A.

B. Hawes.

W. O. Circ., 863. Home and Foreign (not India). *1st June*, 1864.

Earl de Grey and Ripon having directed that a return shall be prepared quarterly, showing the total number of officers, clerks, artificers, labourers, and others, holding civil situations, or employed in a civil capacity, and receiving salary, pay, or wages for such civil employment out of army votes (with or without military full pay, half pay, or pension), accountants and others to whom this circular is addressed are instructed to forward immediately on the accompanying form (W. O. Form No. 8), a return of all such officers, &c., employed as civilians on the 31st March, Returns Civilians.

* 11 and 12 Vict., c. 43, and Mutiny Act.

Returns of Civilians.

Transports and Freight Ships.

and for the future to transmit a similar return on the 1st July, 1st October, 1st January, and 1st April, of those employed on the last day of the quarter then preceding.

EDWARD LUGARD.

W. O. FORM 8.

RETURN showing the number of Officers, Clerks, Artificers, Labourers, and others employed in civil capacities in the Office of the ——, on the —— day of ——, 186—, and paid from Army Votes.

	Superior Appointments.	Established Clerks (not being Pensioners).	Temporary and Extra Clerks (not being Pensioners).	Pensioners employed as Clerks or Barrack Serjeants.	Messengers, Office Keepers, Porters, Servants, &c.	Storekeepers, Managers, Draughtsmen, Civil Engineers, Surveyors, Clerks of Works, &c.	Viewers, Foremen, Master Artificers, &c.	Warders, Assistant Warders, &c.	Artificers, &c.	Labourers, &c.
Number,										

The above return is to be made up for the last day of each quarter, and is to be transmitted on the first day of the succeeding quarter, to the

LIBRARIAN,
War Office,
Pall Mall,
London, S. W.

Return of Civilians.

Signature, ——
Office, ——
Station, ——
Date, ——

C

W. O. Circ., 864. FOREIGN. *1st June*, 1864.

THE Secretary of State for War has, with the concurrence of the Lords Commissioners of the Admiralty, sanctioned the annexed list of officers at foreign stations, to whom alone the director of transport services will in future notify the sailing of hired transports and freight ships from this country, and has approved of the officers referred to in column 2 being appointed to carry out the duty assigned, viz.,—of receiving the accounts, notifying the sailing of the vessels from this country, and of communicating to the Transport Department the date of their arrival at the station.

The senior commissariat officers at the stations marked * in the annexed list will, however, continue to act as agents to the Transport Department in *all other matters* relating to the transport service. Transport and Freight Ships.

The officers commanding at the several stations will take the necessary measures for the transfer of the duties, as proposed in the accompanying statement.

EDWARD LUGARD.

1. STATIONS.	2. Officers to whom Reports of Sailing will be addressed, and by whom the arrival of Vessels will be communicated to the Transport Department.	3. Officers to whom Reports of Sailing have hitherto been addressed.
Adelaide,	Senior Commissariat Officer,	(As in Column 2.)
*Algoa Bay (Port Elizabeth),	Senior Military Store Officer,	Acting Barrack-master.
Bahamas (Nassau),	Senior Commissariat Officer,	(As in Column 2.)
Barbadoes,	Ditto,	Ditto.
Berbice,	Ditto,	Senior Military Store Officer.
Cape Coast Castle,	Ditto,	(As in Column 2.)
*Cape Town,	Senior Military Store Officer,	Ditto.
Colombo,	Ditto,	Ditto.
Dominica,	Senior Commissariat Officer,	Ditto.
Demerara,	Ditto,	Dep. Assist. Superin. of Stores.
East London (C. G. Hope),	Ditto,	Assist. Superin. of Stores.
Falkland Islands,	His Excellency the Governor,	(As in Column 2.)
Freemantle, W. A.,	Senior Commissariat Officer,	Ditto.
Gambia (Bathurst),	Ditto,	Ditto.
*Hobart Town,	Senior Military Store Officer,	Senior Commissariat Officer.
Honduras,	Senior Commissariat Officer,	(As in Column 2.)
Lagos,	Ditto,	Ditto.
Mauritius,	Ditto,	Ditto.
Melbourne,	Ditto,	Ditto.
*Montreal,	Senior Military Store Officer,	Senior Commissariat Officer.
*Natal,	Ditto,	(As in Column 2.)
New Brunswick (St. John),	Ditto,	Ditto.
Newfoundland,	Senior Commissariat Officer,	Ditto.
Point de Galle,	Senior Military Store Officer,	Ditto.
*Quebec,	Ditto,	Senior Commissariat Officer.
St. Helena,	Senior Commissariat Officer,	(As in Column 2.)
St. Vincent,	His Excellency the Lieutenant Governor,	Ditto.
Sierra Leone,	Senior Commissariat Officer,	Ditto.
Sidney,	Ditto,	Ditto.
Trinidad,	Ditto,	Assist. Superin. of Stores.

WAR OFFICE.

3.—FINANCIAL DUTIES.

W. O. Circ., 109. HOME. 1*st June*, 1857.

Payment of Salaries.

THE Secretary of State for War having decided that the duty of preparing the salary lists of the officers composing the Store, Barrack, and Civil Engineer, Manufacturing, and Miscellaneous Departments of the War Office in the United Kingdom shall, so far as practicable, be transferred from the accountant general to the local accountants, the following general instructions are to be carefully attended to by all officers concerned:—

1. The payments, which will commence with the salaries for the present quarter, are to be prepared and made up on the forms of salary list and receipt vouchers annexed, A. and B.; and only those established or temporary officers who have heretofore been paid on salary list from the Accountant General's Department are to be included in these lists.

2. Each branch of the service will require a separate list, and the total of the form B. is only to be charged in the account current, specifying the branch of the service to which it relates, as at present.

3. The commanding royal engineers, the superintendents of manufacturing departments, and all other heads of establishments to whom this order relates, are to furnish the accountant (according to the form C. annexed) with a statement of the names of the officers employed in their several departments, a description of the employment held by each, the period in each quarter for which he has been or will be employed, and the rate of pay, &c.

4. The three documents, A., B., and C., above mentioned, are to be annexed by the accountant to his quarterly account current.

5. All orders and every kind of information received by the head of a department, which affect in any manner the pay of an officer, are to be supplied to the accountant, for his information and guidance; and these documents are to be either retained by him, or noted and returned to the head of the branch, as may be deemed most expedient, according to the circumstances of the case. The date and number of every official communication on the subject is to be quoted on the salary list.

6. The certificates of good conduct, &c., under which increases of pay are granted, are to be forwarded by the heads of the departments to the chief office in London, in sufficient time for consideration and approval before the end of the quarter; if the increase be approved, the certificates are to be passed to the accountant general, who will thereupon authorize the local accountant to make the proper issues. In no case is the increase to be issued without such authority and certificate, and they are to be attached to the salary list on which the increase is paid.

7. No officer, whether established or temporary, is entitled, on first appointment to the service, to draw pay from an earlier date than that on which he joins for duty.

8. Barrack-masters are entitled to pay only from the date when they actually take charge.

Payment of Salaries.

9. The pay of an officer temporarily employed ceases with the discontinuance of his employment.

10. When an officer is removed from one station to another, he may receive his salary to the date, inclusive, of leaving or giving up charge at his station. The particulars of any such issue are to be notified at once to the accountant general, and to the accountant at the station to which the officer is ordered to proceed.

11. An advance, not exceeding one month's pay, may be recommended by the head of his department to be granted to an officer who is moved from one station to another; but all such recommendations, with a full report of the grounds thereof, are to be forwarded through the proper channels for the decision of the Secretary of State.

12. Officers temporarily employed are not liable to the abatement on account of the superannuation fund; and the deductions under this head are to be made on fixed or established salaries only, at the rate of 5 *per cent.* when the salary exceeds £100 per annum, and at 2½ *per cent.* when it does not exceed that sum.

13. The Widow's Fund deduction (now confined to a few remaining officers of the late Ordnance Department, to whom the advantages of the fund were granted by the Royal Warrant of 1825) is the contribution of one day's pay per quarter, calculated on the minimum of the scale of salary received by the contributor.

14. No sum due to the estate of a deceased officer is to be paid without the previous sanction of the Secretary of State; and when applying for such authority, the local accountant is to forward the probate of his will, if any. If the department have any claim upon such officer, that claim must of course be satisfied before any payment to his estate be made. If the officer be a cash or store accountant, no payment can be made until his accounts have been passed.

15. If the officer die intestate, the balance due to his estate, after all departmental claims are settled, is not to be paid without previous reference to the Secretary of State, transmitting the letters of administration, if any have been taken out.

16. It is to be understood that letters of administration are indispensable, if the sum to be paid exceed £20.

17. In case any doubt arises upon questions of salary, the accountant general should be corresponded with thereon.—S.

B. Hawes.

W. O. Circ., 158. Foreign. 19*th Oct.*, 1857.

Cash Business Abroad.

Sir,—The Secretary of State for War having, in concurrence with the Lords of the Treasury, decided on the concentration in the hands of one officer at each station of the cash business hitherto carried on by the several departments of the War Office abroad, the accompanying regulations are forwarded for your instruction and guidance.

The rules therein laid down will, it is hoped, be found sufficiently precise to enable you fully to understand the principles on which the duties devolving on you in the responsible capacity of comptroller of army expenditure are to be conducted, and his Lordship relies on your best exertions to give the new system the utmost practicable effect.

From the date of these arrangements taking effect, you will select an accountant for commissariat stores, under the rules applicable to the selection of the cash accountant.

Although you will thus be relieved from being a direct accountant for

stores, your responsibility for the due and regular supply of the army, and your general control over the store accounts, more especially as regards their punctual transmission to this country, will remain in full force. Cash Business Abr

I am further to state that Lord Panmure is aware that at some stations an increase of clerical labour in the commissariat offices may be occasioned by the changes now ordered; but as past experience has shown that a given amount of business of the same general character can be executed by fewer persons when the duty is concentrated than when it is divided, it would be premature to estimate the numbers which may be necessary for carrying on all the duties which will devolve upon the commissariat under the new system, until it has been some time in operation; but I am to observe that his Lordship will require detailed information, not only of the capability of all who are employed in the department, but also of the time which they devote to the public service, before taking into consideration any application for an addition to the strength.

A supply of books and forms is sent herewith for use at your station, and any further quantity that may be required will be obtained by requisition in the usual manner.

The present instructions are to take effect from the commencement of the quarter succeeding the receipt of this circular, or from such subsequent date as shall be decided on by the officer commanding on the station.

I am, &c. B. HAWES.

The Commissariat Officer in Charge.

INSTRUCTIONS FOR THE CONDUCT OF THE CASH BUSINESS OF THE WAR OFFICE ABROAD.

Comptroller of Army Expenditure.

1. The functions and title of comptroller of army expenditure will, unless other provision be specially made, rest in the senior commissariat officer at each station; the general principles on which he will act are those laid down in the paper entitled "Outline of a Plan for conducting the Financial Business of the Treasury and War Departments abroad," transmitted herewith.

2. It will be his duty to collect and forward, by the 15th December in each year, the annual estimates of the several branches of the service (excepting that of the engineer department, the total only of which will be communicated to him by the commanding royal engineer), accompanying them with any remarks and suggestions he may have to offer on the means afforded by the consolidation of the several departments for carrying out economy in every branch of the War Office expenditure.

3. The officers at the head of the executive branches are responsible for the performance of the services confided to them, and act under direct orders from home; but the store duties of the commissariat branch will still be carried on under the orders of the comptroller, as the senior officer of that department.

4. Being responsible that every payment, the order for which he countersigns, is correct on principle or presented on due authority, the comptroller will be careful to satisfy himself on these points before attaching his signature. In the event, however, of an objection arising on his part in respect to a service actually executed, the bills for which may be presented for payment, he will state his objections in writing to the officer under whose directions the expense has been incurred; but if the latter adheres to his order, the comptroller will submit the particulars of the claim and the grounds of his objection for the decision of the officer commanding on the station; and although the comptroller may see sufficient reason to object to that

Duties Abroad.

respective officers, as not suited to the existing constitution of the War Department—to transmit for your information the enclosed documents—and to request that you will act upon them individually, and communicate their substance to the barrack-master, who has hitherto been under your directions, but who will henceforth be the head of a separate branch.

You will observe that the Secretary of State for War has transferred to the officer commanding the troops some of the more important of the functions that have hitherto vested in you in your collective capacity; and that all the cash business of the department, excepting that of the regimental paymasters, will in future be performed by one accountant at each station, under the supervision of an officer who will be designated "Controller of Army Expenditure."

The regulations of the 1st January, 1857, $\frac{148}{107}$, have provided for the custody and letting of Government property.

There are still, however, a few matters of detail in which you are specially concerned, and for the performance of which it is necessary to provide.

All reports, returns, demands, and other correspondence from the several departments, that have hitherto been forwarded through the respective officers, will henceforth, as a general rule, proceed direct from the officer in charge of the branch at the station to the head of that branch at the War Office. Reports from officers relating to any other branch beside their own should be accompanied by the written opinion of the senior officer of such branch upon the propositions submitted, so as to avoid the necessity of a reference back to the station.

Letters relating to subjects of importance, upon which it is probable that the Secretary of State for War would desire to have the opinion of the general or other officer commanding, are to be invariably transmitted through that officer.

Incidental repairs will be performed under the sanction of the commanding royal engineer, within the limits of the authorized estimates.

All applications for the temporary use of quarters and stabling, beyond the amount of accommodation prescribed by the regulations, must be submitted by the barrack-master for the approval of the officer commanding the troops at the station.

The commanding royal engineer will bring to the notice of the officer commanding the troops any proceedings contemplated by colonial authorities which may be likely to affect lands or buildings belonging to the War Department.

The military storekeeper will hand over to the accountant the forms and other documents which may be in his possession connected with the ordnance cash duties, excepting such as he may require under Article 16 of the enclosed "Instructions," and communicate to him the existing orders and regulations affecting the branches of public expenditure hitherto paid by the officer in charge of the Ordnance Storekeeper's Department. He is also expected to afford to the controller and to the accountant every assistance in his power in furtherance of the object of the new arrangements.

He will, of course, complete his final cash accounts, and transmit them to the accountant general immediately on the expiration of the quarter previous to the adoption of the new arrangement, paying into the Treasury chest any balance of public money that may be in his hands.

The barrack-master will be held responsible for the correctness of his vouchers, which, after having been certified by himself, must be transmitted to the accountant for payment.

An advance of pay to barrack-masters coming home will be authorized by the controller.

13. The accounts are to be rendered quarterly, by the first opportunity after the expiration of the period to which they refer, according to the rules laid down in Article 528 of the Commissariat Instructions, and the accountant will be required, to include, as far as practicable, all payments falling due within any period, in the accounts for that period. This is especially requisite in regard to those applicable to the concluding quarter of the financial year. The cause of delay in transmitting the account in any instance beyond the period prescribed by the regulation above quoted is to be specially reported to the accountant general. See Article 529 of the Commissariat Instructions. Cash Business Ab

14. At sub-stations, where no distinct treasury account is kept, money will be advanced to the sub-accountant on imprest by the comptroller and accountant at the principal station, and in the performance of his cash duties the sub-accountant will be governed by the existing rules laid down in the Commissariat Instructions, Articles 177 to 184, 478, and 482. His accounts will be rendered to his principal monthly.

15. Forms of the several documents required from the accountants are annexed, as well as of the vote charge book, which should be kept at each station. In making up the accounts for military services, the particulars of the several payments connected with items 1, 2, 7, and 10 of the accompanying form will be entered in the proper schedules, according to the headings therein given, and the total amount only of each schedule will be carried into the account current. A separate schedule will be required for the payments to the general, medical, and commissariat staff respectively.

Executive Officers.

16. The officers at the local head of the several executive branches are enjoined to forward their vouchers to the accountant in as complete a state as possible. They are required to specify on those documents the orders under which the expense is incurred, the vote and estimate, and the amounts chargeable to the different items. The vouchers must also give reference to the contracts, if any, and be supported by the usual certificates of receipt and inspection, or of execution, according to established forms, and will further be completed by an application for payment, signed by the senior officer of the branch, in the following terms, viz.:—

"By the foregoing bill (or pay list) there is due to the person (or persons) therein named the sum of ——, which I have to request you will pay on account of the War Office, —— branch."

The existing forms of vouchers are to be continued until further orders.

17. The military storekeepers of the War Department are required to communicate to the accountant at their several stations the orders and regulations affecting the branches of public expenditure hitherto paid by them, and are expected to afford to that officer and to the comptroller every assistance in their power for the furtherance of the object of these instructions.

Paymastership of Royal Artillery and Royal Engineers.

18. The military storekeepers being no longer available as paymasters to the corps of Royal Artillery and Royal Engineers, the captain or officer commanding each company will, for the present, perform the duties of that appointment. On the customary estimate, approved by the commanding officer of the corps, he will draw upon the accountant for the amount required for the payment of his men, including the several detachments, the money for which he will remit to the officers in command of such detachments. These officers will furnish monthly to the captain or officer commanding their accounts and vouchers, to be incorporated in the accounts

[redacted]

[illegible]

[illegible] of the Treasury.

[illegible] of paying under proper authority, [illegible] for [illegible] of the public service abroad will be conducted by the commissaries for the time being, acting, in this respect, under the immediate directions of the Treasury.

[illegible] payments can be made directly from the Treasury chests to the persons entitled, that course should be followed in preference to granting im- [illegible] accountants of other departments.

[illegible] and all sums received into or paid from the Treasury chests will [illegible] the commissioners of audit by the officers acting on behalf [illegible] which accounts will be supported by the orders for receipt [illegible]

Cash Accountant.

[illegible] for the service of the War Department, hitherto defrayed [illegible] and ordnance branches, will be made through the inter- [illegible] military storekeeper, engineer, barrack-master, purveyor.

vention of one accountant at each station, to be selected by the comptroller from among the officers under his orders, subject to confirmation by the Secretary of State. Cash Business Abroad

9. The boards of the executive departments at home will apprise their officers abroad of all arrangements relating to their respective branches of the service; and all orders involving expense will be communicated by the War Department to the comptroller, who, after noting them, will pass them on to the accountant, in order that no delay may take place in settling claims when presented for payment.

10. The accountant will render his cash accounts quarterly, direct to the accountant general, to whom he will be a sub-accountant, and to whom he will be responsible in all matters relating to his cash transactions.

11. The cash accounts of the accountant will be rendered separately for military and supply services respectively, the former embracing all expenditure under effective votes 2 to 4, and non-effective vote 20, and the latter that connected with votes 6 to 13 inclusive. Each class of accounts will include those of his sub-accountants at out-posts.

Mode in which all final Payments and all Advances to Paymasters are to be made.

12. All final payments above £10, and all advances to paymasters of the army and militia, will be made by an order on the Treasury chest, drawn according to the annexed form (A.), in the name of the person entitled.

Military Payments.

13. The existing warrants for the issue of staff and regimental pay will be discontinued, and the following course of procedure will be substituted:—

The pay lists for the military staff will be prepared and certified by the deputy adjutant general or other proper staff officer. The pay lists for the commissariat staff by the commissariat officer in charge; and the pay list for the medical staff by the principal medical officer.

14. The lists will then be examined by the accountant, who will be held responsible that the calculations are correct, and that the several claimants are entitled, according to the regulations, to the pay and money allowances as charged; and if any questions arise which cannot be satisfactorily settled in communication with the officers who have prepared the lists, they will be submitted by the accountant to the comptroller for the decision of the officer commanding.

15. When the lists have been examined and found correct, they will be certified by the accountant, and submitted to the comptroller for his countersignature to the orders for the payments.

16. The regimental returns and estimates will be prepared by the paymasters, and certified by the commanding officers of the respective corps, and they will then be delivered to the accountant, who will prepare for the counter-signature of the comptroller orders for the money as it may be required.

Monthly List of Orders of Payment for Military Services.

17. A list in duplicate, countersigned by the comptroller, of all orders of payment for military services will be made up, at the close of each month, by the accountant, under distinct heads of "Staff Pay," "Paymasters," and "Royal Artillery and Engineer Corps," according to the form of Ordnance List, No. 2, Article 296, of the Commissariat Instructions; and one will be sent by the accountant to the accountant general, and the other by the comptroller to the audit office.

Regimental Paymasters' Accounts.

Cash Business Abroad. 18. The regimental paymasters' accounts will be made up and rendered as at present.

Payments for Supply Services; viz., Commissariat, Military Storekeeper, Engineer, Barrack-master, Purveyor.

19. The bills and pay lists chargeable in the accounts for supply services will be prepared according to the existing forms, each voucher exhibiting the authority under which the expense is incurred, and being supported by the customary certificates of the officers of the branch for which the service is performed or the supplies furnished. The accountant will be responsible for the details of the vouchers, certifying to their correctness, as provided in the rule for staff pay lists. These certificates, and those of the executive officer, will enable the comptroller to satisfy himself as to the propriety of the payments.

Wages, or Labour Lists.

20. In making payments upon wages or labour lists, the accountant, after examining the voucher, will draw an order in his own favour for the amount, and will personally, or by one of his clerks, pay the several individuals in detail. When the wages of labourers are paid, the foreman, whenever practicable, should attend. The working pay due to military working parties will, however, not be paid in detail by the accountant, but will be issued by draft to an officer authorized by the commanding officer of the corps to receive it.

Monthly List of Orders of Payment for Supply Services.

21. A monthly list of orders of payment for supply services, countersigned by the comptroller, will be forwarded to the accountant general, as has been prescribed for those for military payments.

Expenditure at Out-Stations.

22. The expenditure at out-stations will be conducted by sub-accountants acting under the comptroller and accountant at the principal station; and the last-mentioned officers will, in every practicable case, give specific directions applicable to each separate item of expenditure.

Advances on Imprest.

23. When it is necessary to make advances on imprest to sub-accountants and others, not being paymasters of the army or militia, the advances will be made according to the annexed form (B.)

Parliamentary Appropriations not to be Exceeded without urgent Necessity.

24. The amount appropriated under each vote and sub-division of a vote to the service of the station will be communicated by the War Office to the comptroller, who will be responsible that the Parliamentary appropriations are not exceeded without there being an urgent necessity for it.

25. The accountant will not draw an order for a payment beyond the sum authorized for each sub-head of service, until he has specially called the attention of the comptroller to the claim, and has obtained his sanction for it.

26. The comptroller may, in case of necessity, upon a representation from the heads of the executive branches, authorize an alteration of the proportions assigned to the sub-heads within the aggregate amount of each vote, as allotted to the station; but he will immediately report every such alteration to the Secretary of State, together with a full explanation of his reasons for [illegible]orizing it. In the case of engineer works, the total estimate for each [illegible]ular work is not to be exceeded.

27. The warrant of the officer commanding must be obtained by the comptroller for any expenditure which is beyond the gross credit for any vote, or which is not in accordance with the established regulations; and the whole of the circumstances must be immediately reported in detail by the comptroller, for the information of the Secretary of State. Cash Business Abroad

28. The "Regulations regarding emergent Ordnance Works in the Colonies," in the Appendix to the Commissariat Instructions (pages 189 to 192), are to be strictly adhered to, due regard being had to the altered arrangements of the departments in England.

Provisional Credits.

29. In the event of delay in the arrival of the ordinary Parliamentary credits at any station, the comptroller will apply to the officer commanding for a provisional credit, which should be immediately reported to the Secretary of State.

Payments into the Chest.

30. Moneys payable to the War Office will be received into the Treasury chests through the accountant, who will make out a receivable order in duplicate, according to form (C.), authorizing the officer in charge of the chest to receive the money. One of these orders, with that officer's receipt attached, will be returned to the accountant, and the other retained by the officer in charge of the chest, to be attached to their respective accounts.

31. Money due from the troops for damages, &c., will be received in the first instance by the barrack-master, and will be paid over by him through the accountant.

32. The accountant will depute a clerk to attend all auction sales of ordnance or commissariat stores, and to receive the money due from the purchasers, if not paid into the hands of the auctioneer. The amount will be paid into the chest according to the foregoing rule. Sale of condemned barrack stores will be conducted in conformity with the existing practice.

Remittances.

33. When it is desired to remit money, on account of the War Office, from one military command to another where there is a Treasury chest, the accountant receiving the money will pay it into the chest on the prescribed form of receivable order, giving his receipt to the remitter. The comptroller at the place of remittance will inform the comptroller at the place at which the money is to be paid that the credit at the former station has been cancelled to the same amount, and on this document the latter will apply to the officer commanding for a corresponding credit to meet the demand. The accountant at the latter station, on presentation to him of the certificate of the money having been paid in at the former, will draw upon his special credit, in the customary form, in favour of the person to whom the payment is due.

Course to be adopted when the Offices of Comptroller and Accountant are united in one Person.

34. At the larger and more important stations, and, in general, at the head-quarters of each military command, the offices of comptroller and accountant will be distinct; but when, from any cause, they are united in one officer, the course of proceeding to be followed, and the forms to be observed, will be the same as those above prescribed, with such modifications only as the circumstances of the union of the offices may indispensably require.

h Busi-
Abroad.

A.—Order upon the Treasury Chest,

Chargeable to Vote No.—— of Parliamentary Estimate, in pursuance of Credit given.

No.——. £——. Date,——.

Sir,—Pay to ——, or bearer, in (*signifying whether in Treasury bills or in coins, describing them*), being for (*describing the service, whether for regimental pay, staff pay, purchase of supplies, or for other services*), for which I am to account to the accountant general of the War Department.

(Signature) ——, Accountant.

To ——, in Charge of the Treasury Chest at ——.

Certified to be properly due, in accordance with the regulations.*

(Signature) ——, Comptroller of Army Expenditure.

Date, ——.

Received the above amount, ——, in ——. —— (Signature of bearer).

B.—Imprest.

(*Not applicable to Advances to Paymasters of the Army and Militia.*)

Order upon the Treasury Chest.

No. ——. £—— Date, ——.

Sir,—Pay to ——, or order, in ——, being for ——, for which an account will be rendered to ——. (Signature) ——, Accountant.

To ——, in Charge of the Treasury Chest at ——.

I hereby certify that the public service requires that the above payment should be made by way of imprest, and that the claims to which it is applicable cannot be paid in detail by the officer in charge of the Treasury chest.

(Signature) ——, Comptroller of Army Expenditure.

C.

(*To be given in Duplicate.*)

Deposit in the Treasury Chest.

£——. Date, ——.

Required to be received into the Treasury chest ——, being for ——, for which I am to account to the accountant general of the War Department.

(Signature) ——, Accountant.

To ——, in Charge of Treasury Chest at ——.

Approved, ——, Comptroller of Army Expenditure.

Date, ——.

Received the above sum of ——, in ——.

C. ——, Officer in Charge of the Treasury Chest.

W. O. Circ., 171. 19*th Oct.*, 1857.

Applicable to South Australia, Honduras, Newfoundland, Bahamas, Gambia, Gold Coast, and St. Helena.

i Busi-
Abroad.

In transmitting for your information and guidance the accompanying regulations for the future conduct of the cash business of the army departments abroad, I am directed by the Secretary of State for War, with reference to Article 19 thereof, to communicate the following instructions, which are rendered necessary by the smallness of the establishment at your station.

* If not in accordance with the Regulations, the grounds of the deviation are to be shortly stated on the back, with a reference to the date of the letter to the War Department, in which the circumstances are specially reported.

.e functions of comptroller of army expenditure, of cash, and commis- t store accountant, will be concentrated in your hands, as well as the ıs connected with the charge of the Treasury chest. Cash Business Abroa

will be your duty to adhere to the rules laid down for the governance of ı several officers; but in any case in which it may not be practicable to ı strictly by them, you will be governed by the spirit of them as closely :cumstances will admit.

case of any doubt arising as to the propriety of a claim presented for ıent, you will, if unable to arrange it after consulting the officer on e authority it is presented for payment, refer the case direct for the ion of the officer commanding, under the rule contained in Article 4 of .ccompanying instructions.*

ıur drafts upon the Treasury chest will be countersigned by the officer of branch next in succession to yourself, on production to him of the bill, ıate, or pay list on which it is founded; but in the event of there being y time no second officer or clerk serving under you, you will request fficer commanding to nominate some other officer to perform the duty. ust, however, be understood that this counter-signature is only for a : on the issue of money; the responsibility of the transactions will in wholly with yourself.—C.

e Senior Commissariat Officer. I am, &c. B. HAWES.

O. Circ., 233. FOREIGN. 15*th March*, 1858.

SIR,—With reference to the second paragraph of the "Instructions ıe Conduct of the Cash Business of the War Office Abroad," dated 19th ɔer, 1857, directing that the annual estimates shall be collected and ırded by the 15th December, I am instructed by Secretary Major ral Peel to request that the said estimates may be forwarded so as to e at this office not later than the 1st December in each year. Cash Business Abroa

o Comptroller of Army Expenditure. I am, &c. B. HAWES.

O. Circ., 287. HOME. 19*th July*, 1858.

MILITARY storekeepers and barrack-masters are informed that the by Parliament of a sum included in the annual estimates is not to emed as an authority for the expenditure of such sum without a specific ion. Expenditu in Store an Barrack Depart- ments.

ıenever, therefore, it becomes necessary to incur expense for extra .r, military working pay, carriage or freight of stores, or any other sary service for which provision has been made in the annual estimate, for which no direct authority has been given, a report should imme- ly be made, if practicable, before any expenses is incurred, and when ıuthority is obtained, the date and number of the communication sanc- ıg the expenditure are to be quoted on the certified voucher or claim in ı the charge appears.—E. B. HAWES.

O. Circ., 610. FOREIGN. 19*th July*, 1860.

WITH reference to Article 8 of the outline of plan for conducting ısh business of the Treasury and War Department abroad, enclosed in lar No. 158, Mr. Secretary Herbert desires that no payments for army ɔes may in future be made direct from the Treasury chest, unless in such Cash Business Abroa

* W. O. Circ., 158.

[redacted]

[illegible]

[illegible] 3. Hunt.

[illegible] 6a. [illegible] 3rd Jan. 18[illegible]

[illegible] the practice of [illegible] September, 1880 [illegible] lodging and fuel and light [illegible] to fixed regulations, [illegible] by the Indian authority [illegible] for lodging or fuel and light [illegible] are hereby desired to carry [illegible] 1st December, 1881.

[illegible] will still be available [illegible] as to the mode of [illegible] the same will remain in force, the charge [illegible] the account current for the [illegible] the same may have been paid.

[illegible] be thus settled by the barrack-[illegible] the claims for allowance, pay[illegible] payments are made to the owner, or duly [illegible] the usual days of payment, and that no [illegible] of leave or other such circumstances [illegible]

4. [illegible] and fuel and light allowances, should be paid only [illegible] in receipt of the same, or who may become duly entitled by regulation or special authority to the same; and wherever such payment is [illegible] by the assignment of public quarters, the [illegible] and the pecuniary allowance withheld. These payments to the Barrack Engineer, and Military Store Departments should be also made by the barrack-master of the district; every unusual claim, question as to payment during leave of absence, or other doubtful matter, being referred to the Under Secretary of State prior to adjustment. All lodging money claims, except in the case of an officer changing stations, should be paid quarterly as heretofore.

5. These directions will in nowise affect the present mode of dealing with lodging or fuel and light allowances to staff or regimental officers and men, whose claims should be certified by the barrack-master in strict accordance with the occupation returns and the facts of the case, but not paid by that officer unless he may be further instructed to that effect.

6. Coals, coke, turf, candles, and straw, supplied under contract for barrack service, should be paid for at the commencement of the quarter following that in which the supplies may have been made, except in the case of transfer or stock taking, when the quantities certified for at the close of either of those duties should be at once paid for. The introduction of these items into the account current should be supported by a claim on the form

licable to the article supplied, and be accompanied by the usual certificate riginal and duplicate,—the latter, instead of being forwarded separately his office as heretofore, being included with the original in such claim. ere it may become necessary to purchase, in default of a contractor, the rack-master will pay for such supplies without further reference to this e; and when such purchases may involve an extra expense to the public egard to excess of price, the responsibility of recovering the excess from defaulting contractor, by deduction from his claim for supplies actually ivered, will rest with such barrack-master, who will show, in the chase claim, the difference between the rate paid and the contract price, l give a reference to the bill from which such excess has been or will be lucted. In cases where the contractor may have made no deliveries from ich an excess can be recovered by deduction, the barrack-master should once report the fact, and suggest any advisable steps to be taken for aining payment. The barrack-master will pay all claims for similar plies to Engineer Offices, but the deliveries for military store purposes l be paid for by the military store accountant, agreeably to these instruc- ns. Local Payments at Home.

7. In the event of any change in the proper claimant, a lapse in the con- ct, or any other circumstance requiring special consideration and orders, officer concerned will immediately report the facts, as it is not intended this arrangement to transfer to any local accountant the power to horize expenditure, or to act upon his own discretion in making unusual doubtful payments.

8. All claims payable on the spot under this or preceding instructions, or ich the accountant may from time to time be ordered to pay, should settled without delay; and rents or other sums receivable should be ariably collected and brought to account in the quarter within which the ne may become due.

9. Every payment devolving on the local accountant, under these or ceding instructions, will be subjected to examination, when the accounts which the charges appear are received in this office, and any informal or oneous disbursement will be disallowed, and become a charge against such ountant.

10. All letters upon questions herein referred to, or any other subjects of enditure, should be written on half-margin, in original and duplicate, and dressed to the Under Secretary of State, War Office, London, S.W.—P.

B. HAWES.

W. O. Circ., 836. FOREIGN. *7th Sept.*, 1863.

1. IN consequence of the alterations made in the arrangement of army estimates of the year 1863-4, the accompanying forms of account- rrent and schedules are to be used by military accountants in lieu of those culated with the instructions dated 4th May, 1859. Accounts on Foreign Stations.

2. A statement of the heads of service for which accounts are opened in ledgers of the War Office is also transmitted herewith, for the informa- n and guidance of military accountants.

3. Care is to be taken that every item of payment or receipt be inserted in proper schedule, and in the appropriate column. It is believed that the nted headings of the columns will be found to provide for all ordinary vices at foreign stations, but should any case occur to which no one of the adings in the schedules is applicable, it is to be entered in the account- rrent under the separate head provided for that purpose.

4. It will be noticed that payments of lodging money to non-commissioned

Accounts on Foreign Stations.

officers and privates of regiments who cannot be accommodated in barracks, which, under "Article 64 of Instructions of 4th May, 1859," were directed to be paid by regimental paymasters, will henceforth be paid by the military accountant; but that the allowance to married soldiers permitted, as an indulgence, to live out of barracks, will still be paid by the paymaster.

5. The vouchers to the several schedules are to be numbered in separate series from 1 upwards, and are to exhibit above each serial number that of the schedule to which they relate; thus, $\frac{1}{1}$ $\frac{1}{2}$ $\frac{1}{3}$, &c., $\frac{4a}{1}$ $\frac{4a}{2}$ $\frac{4a}{3}$, &c.

6. No alteration in the schedules of receipts has been considered necessary.

7. Accountants will be careful to leave blank the last three columns in the account-current, as enjoined by the red ink directions at the head of the columns.—A.

To Military Accountants at Foreign Stations.

WORKING PAY.

W. O. Circ., 475. 15*th Sept.*, 1859.

Moving Guns, &c.

THE annexed copy of a circular memorandum regarding the mode of preparing claims for the pay of military working parties is forwarded by direction of Mr. Secretary Herbert for the information and guidance of military store and barrack officers.

In addition to the rules therein laid down, the following should also be observed:—

Working pay will not be allowed to the Royal Artillery for removing guns, unless the distance they are moved is beyond a mile, without reference to the situation of the men's quarters. (See *Finance Regulations*, 1850, p. 73.)

Working pay will not be allowed to artillerymen for mounting guns, that being part of their duty. (See *Finance Regulations*, 1850, p. 72.)

To Military Storekeepers and Barrack-masters. B. HAWES.

(*Enclosure.*)

H. G. Circ. Mem. AT HOME. 11*th Aug.*, 1859.

Services of Departments.

As some misapprehension appears to exist as to the mode of preparing claims for the pay of military working parties, the General Commanding in Chief, with a view of checking, as far as possible, the charges made under the above head, desires that the following rules, which have been drawn up in the War Office, may be observed for the future in Great Britain and Ireland, viz.:—

1st. In case of military working parties furnished on the requisition of the military storekeeper or barrack-master, the charge for working pay should be made on the established form of working pay list, the certificate on the fourth page thereof being duly completed, when the pay list should be forwarded, through the military storekeeper or barrack-master, to the War Office for examination and sanction.

2d. In cases of military working parties furnished for purposes *not* coming under the cognizance of the storekeeper or barrack-master, the order of the general or other officer commanding at the station, directing the execution of the work, should be annexed to the pay list; the number of officers, non-commissioned officers, and men to be employed to be distinctly stated in the order, regard being had to the actual requirements of the duty, and to the proportion of non-commissioned officers to privates, as laid down in page 267 of the Queen's Regulations and Orders for the Army.

3d. A certificate should be given by the officer or non-commissioned officer superintending the party, that the number of non-commissioned officers and men for whom working pay is charged were actually employed.

The pay lists to be transmitted, through the military storekeeper or barrack-master, to the War Office for examination and sanction.—P.

By Command. W. F. FORSTER, *Dep. Adj. Gen.*

WORKS AND LANDS.

1.—FORTIFICATIONS, BARRACKS, AND CIVIL BUILDINGS.

Circ., 115. HOME. *July*, 1857.

Chemical Examination of Building Materials.

ilding aterials.

1. THE Secretary of State for War has had under his consideration the prevalence of a system of adulteration in the preparation of many kinds of building materials, the loss and damage occasioned thereby to the public service, and the facilities which already exist in the War Department for applying chemical tests to them, as has already been done with advantage in the case of many other kinds of supplies.

2. This system is, therefore, hereafter to be followed in examining the quality of building materials used or supplied by contractors for all army works and buildings.

3. Commanding engineers or other officers in charge of works will therefore, from time to time, forward samples of such materials direct to Chemist to the War Department, Royal Arsenal, Woolwich.

4. At the same time the samples are forwarded to Mr. , a letter must be sent to the inspector general of fortifications, with a list of the samples forwarded.

5. This return will be forwarded by the inspector general to Mr. who will return it, with the result of his examination of the samples, to the inspector general, and it will be by the latter transmitted to the station.

6. Samples of all materials supplied by contractors shall be transmitted twice a year from each station, at uncertain periods, and oftener, if judged desirable, during special contracts for new works.

7. The following is a list of some materials which should be transmitted for examination :—

	Quantity required for Examination.
Asphalt,	about 2 lbs.
Cements,	1 to 2 lbs.
Chloride of Lime and other disinfectants,	1 lb.
Composition,—	
Colours,	about 4 oz.
Fire Clay,	2 lbs.
Lubricating Agents,—	
Limes,	1 to 2 lbs.
Metals,	not less than 4 oz.
Oils,	1 pint.
Pitch,	1 lb.
Plaster of Paris,	1 lb.
Putty,	½ lb.
Tar,	1 pint.
Varnishes,	½ pint.

	Quantity required for Examination.
Waterproof Materials,—	
Water, well or river,*	not less than 1 gal.
White Lead, ...	½ lb.
Whiting, ...	½ lb.

Building Materials.

Any other stores or materials which may come into charge of officers of the Royal Engineers, and of which the quality may be decided by chemical examination, should also be substituted.

8. In sampling, it is requisite that the portion to be transmitted should fairly represent the bulk. The best method of ensuring this result is, to open at least one package in every ten supplied, to take from these a small quantity, mixing thoroughly, and sending the required weight of this mixture as a sample for examination.

9. The quantity required for a sample, as given above, must not be considered as absolute, as in many cases (*e. g.*, colours, varnishes, &c.) it must depend on the value of the articles and the extent of the supply.

10. When any want of uniformity in the different packages, as regards quality, appears to exist, separate samples from the doubtful packages should be sent, each numbered or marked, so as to facilitate reference from a report to the individual portions of the bulk.

11. It is important to bear in mind that in many cases where appearance would not lead to the suspicion of adulteration or inferiority in quality in a particular material, its subjection to chemical examination may prove it unfit for the service, while otherwise its bad quality would only be evinced by the results of its actual employment.—C.

B. Hawes.

W. O. Circ., 116. Home. *28th June*, 1857.

Approximate Estimate for Fortifications and Civil Buildings.

The inspector general of fortifications, being desirous of, as far as possible, abridging the labour in preparing the annual estimates for fortifications and civil buildings at home stations, desires:— Approximate Estimates.

1. That the detailed estimates and drawings shall not be proceeded with until the commanding royal engineer has received a communication that there is some probability of the services being allowed.

2. The commanding royal engineer at each station will, therefore, with as little delay as possible, forward an approximate annual estimate for 1858–9, showing the services he proposes to bring forward, the reasons why he considers them necessary, and an approximate idea of the cost of each.

3. The list will include all sums necessary for carrying on works now in progress, postponed items which it is intended to bring forward, and the usual sum for incidental repairs.

4. In the case of postponed items, commanding engineers will, in their report, enter fully into the reasons for the service being brought forward.

5. Officers will not be bound by the sums inserted as approximate amounts when they come to prepare detailed estimates, but they are particularly requested not to understate the cost of any work.

6. The requisitions from various officers at the heads of departments upon which the estimate is generally framed, are to be transmitted with the approximate estimate, as well as a list of the items in the order of their relative importance.

* When any doubt arises as to the quality of the water procured from new sources.

[illegible]

[illegible]

[illegible]

[illegible]

3. That with regard to a building of brick or stone, the object must be [illegible] a sufficient number of lines of electrical conductors extending from the most elevated and prominent points to the ground, and, further, [illegible] the building into a condition similar to that of a metal building, by means of other conductors generally attached to more prominent lines of the building itself, such as the ridges, angles, and eaves.

4. There is no advantage, but the contrary, in endeavouring to insulate the conductors from the building.

5. The best material is copper, either in tube 1½ to 2 inches diameter, and [illegible]-eighth of an inch thick, or plates 3½ inch wide, and one-eighth to three-[illegible]nths of an inch thick.

All metal surfaces, whether lead, copper, or iron, in ridges, roofs, [illegible], or coverings to doors or windows, to be connected by plates of copper [illegible] the conducting system. Lead, on account of its low conducting power, [illegible] be altogether depended upon.

[illegible] One or more solid copper rods to project freely into the air, about 5 [illegible] above the highest points of the building, to which the main conductors

are applied. The summit of the rod to be pointed; but gold, gilt, or platinum tops are unnecessary. Lightning Conductor

8. The termination of the conductors below to be led into damp or porous soil, when the building happens to stand upon it; but when the soil is dry, two or three trenches to be cut, radiating from the foot of the conductor to a depth of 18 inches or 2 feet, and 30 feet in length, and either the conductor carried along the bottom of the trenches, or old iron chain laid in them, carefully connected with the foot of the conductor. The trenches to be then filled up to one foot in depth with coal ashes or other carbonaceous substance, and then with earth or gravel.

9. If it be possible, in regulating the surface drainage, to lead a flow of water during the rain which generally accompanies thunder-storms over the sites of the trenches, it will be an additional precaution.

10. Tanks are useless, except where the water flows freely into them from the surrounding soil, and even then they are superfluous as appendages to the conductors.

Commanding engineers will submit, with their next annual estimates, proposals for revising the existing system of conductors in accordance with these principles, commencing with magazines in which more than 100 barrels of powder are habitually kept.

Existing conductors of iron attached to the buildings, and otherwise fitted in harmony with the above principles, need not be replaced until buildings not provided for are attended to; but water-tight tanks should be replaced by the precautions mentioned in paragraph 8.

To aid in forming specifications and estimates, some details, drawn up by Lieutenant Colonel Chaytor, R.E., are appended, of the lightning conductors affixed to Weedon Magazine, in 1857, under the personal directions of Sir William Snow Harris.—L.

J. F. Burgoyne.

W. O. Circ., 267. Home. 12*th June*, 1858.

With reference to Circular No. 116, dated 29th June, 1857, commanding royal engineers are requested to forward the approximate estimates for works and repairs chargeable to the votes for fortifications and civil buildings for the year 1859-60, and succeeding years, to the inspector general of fortifications, on or before the 1st of September in each previous year. Approximate Estimate

Commanding officers of artillery and storekeepers at the several stations will be directed to transmit their requisitions for works and repairs to the director general of artillery and director of stores respectively by the 1st day of July, in order that it may be determined what services to recommend to the Secretary of State for approval. No new works for these departments are, therefore, to be inserted in the approximate estimates without directions from the inspector general of fortifications, conveying the opinion of the director general of artillery and the director of stores.

The commanding engineer being, however, still responsible for the due *maintenance* of the works and buildings, will bring forward such restorations and repairs as may seem to be necessary on the occasion of his annual inspection, whether they are brought forward by the departmental officers or not.

The sums necessary for carrying on works already under contract will also be included in the approximate estimate without further orders.

In giving an approximate estimate of the cost of new works ordered to be brought forward, commanding engineers will, on the report side, state fully their opinion *of the necessity* of the services, even should it happen to differ

Approximate estimates.

from that of the departmental officers; but it is important that commanding engineers should discuss the questions personally with the departmental officers before offering any adverse opinions.—E.

H. C. OWEN.

W. O. Circ., 361. HOME AND FOREIGN. 17*th Dec.*, 1858.

Hire of buildings and Land.

THE following regulations are to be attended to whenever it may become necessary to hire any land or building for the service of the War Department:—

1. No building or land is to be hired for the accommodation of troops, stores, or for any other purpose, without the authority of the Secretary of State for War, except at foreign stations, where circumstances do not admit of the delay of a reference to England.

2. The officer commanding the troops at foreign stations may authorise the hire of a building for a short term, in anticipation of the authority of the Secretary of State for War, which should be applied for by the earliest opportunity.

3. On its being proposed to hire any building or land, application shall be made to the officer commanding the troops at foreign stations, or to the officer commanding the district at home stations, who will then direct inquiries to be instituted, and a report of the circumstances to be drawn up and laid before him on the following points:—

1. The branch of the service for which the accommodation is required.
2. The number and description of persons, or the quantity of stores, or any other purpose for which it is required.
3. Whether, by re-arrangement of existing accommodation, the additional accommodation requisite could be provided.
4. The situation, extent, and description of the building or land proposed to be hired, with the reasons for its selection.
5. The precise uses to which it is proposed to appropriate the various parts of the building or land.
6. The time for which it is proposed to hire it.
7. The rent and conditions of hiring.
8. The name and address of the landlord or authorized agent.
9. The present condition and state of repair of the building, and any expenditure that it may be proposed to incur to render it fitted for the object for which it is hired.

4. In the event of buildings or land being required for troops, this report will be drawn up jointly by the commanding royal engineer, the barrack-master, and a military officer deputed for the purpose by the general officer commanding. Should it be required for any of the civil departments of the army, the head of that department will, in framing the above report, be substituted for the military officer.

5. On receiving this report the general officer commanding will ascertain whether the wants of the service cannot be met in any more economical manner by the erection of temporary buildings, the issue of lodging money, by resuming possession of any land or building let by the War Department, or by any other arrangement.

6. On satisfying himself that the hiring will be the best course, he will at home stations, if the accommodation is for troops, transmit a report of the circumstances of the case, enclosing the before-mentioned joint report, to the quarter-master general, by whom, should the Commander in Chief concur in the necessity for the hire, it will be transmitted to the Secretary of State for War for his decision thereon.

7. Should the accommodation be required by the store, purveyor's, or other administrative department, the general officer will report direct to the Secretary of State for War, and the head of the department concerned will report simultaneously to the head of his branch in the War Office. Hire of Buildings and Land.

8. On the Secretary of State for War approving the measure, the necessary instructions will be sent to the barrack-master to effect the hiring.

9. The steps pointed out in paragraphs 6 and 7 for home stations will be adopted at foreign stations, the report of the general officer being, however, in all cases, transmitted direct to the Secretary of State for War.

10. Where circumstances do not admit of the delay of a reference to England, the general officer commanding will at once instruct the barrack-master to effect the hiring, and will authorize the comptroller to make the necessary payments.

11. He will, by the first opportunity, report the circumstances to the Secretary of State, forwarding the above-mentioned joint report, requesting covering sanction.

12. Barrack-masters at foreign stations will also report to the inspector general of fortifications, for the information of the Secretary of State for War, whenever, in accordance with the directions of the general officer commanding, they shall have effected any hiring.

13. Before any hire of a building is actually concluded, the barrack-master will request the commanding royal engineer to cause the building to be inspected by an officer of his department, with a view to a list of fixtures as well as the state of repair being put upon record, and a copy attached to the agreement.

A similar inspection will be made by the Engineer Department previous to the surrender of a building, and the amount of dilapidation fairly chargeable to the public ascertained.

14. The officer commanding, as well as the head of the department concerned, is held responsible that measures are taken to terminate the hiring as soon as the exigencies which led to the hiring are terminated, or can be provided for in any other more advantageous manner.

15. The general store establishments in London and Woolwich, the manufacturing departments, and the educational establishments at Woolwich and Sandhurst, are excepted from the operation of this circular.—H.

B. HAWES.

W. O. Circ., 391. 21*st Feb.*, 1859.

THE Secretary of State for War has directed that all offices and official residences appropriated to officers of the commissariat, military storekeepers, clerks of works, clerks, master gunners, messengers, labourers, or other members of the civil departments attached to the army, shall be placed under the charge of the barrack-master, and be subjected to all regulations affecting barracks. Store buildings and workshops of all kinds, not occupied as residences or offices, will remain in charge of the head of the department concerned.—R. Offices and Official Residences.

B. HAWES.

W. O. Circ., 401. HOME AND FOREIGN. 19*th March*, 1859.

THE following alterations are to be made in Circular No. 361, of the 17th December, 1858, relative to the hiring of buildings and lands:— Hire of Buildings and Land.

Paragraph 10 will read as follows:—

When circumstances do not admit of a reference to England, the general commanding may, *after receiving* the report prescribed in paragraph 8, direct

Hire of Buildings and Land.

the comptroller of army expenditure to effect the hiring, resorting if possible to competition.

Paragraph 12 is cancelled.—H. B. HAWES.

W. O. Circ., 430. HOME AND FOREIGN. 31*st May*, 1859.

INCIDENTAL REPAIRS TO BARRACKS, FORTIFICATIONS, AND CIVIL BUILDINGS.

Incidental Repairs.

THE attention of the Secretary of State for War has recently been drawn to the present system under which incidental repairs to works and buildings rendered necessary by fair wear are performed, and he has observed that the expenditure on this account has gradually increased of late years, owing, it is believed, to the execution on the incidental item of services which might properly have been postponed and provided for in the annual estimate.

The Secretary of State therefore desires that in future the following regulations be adopted and strictly adhered to:—

Quarterly Requisitions for Fair-wear Repairs.

1. As soon as possible after the end of each quarter, the barrack-master will prepare his requisition for repairs to buildings in his charge (on Form No. 1485, Appendix No. 1), including any repairs which may have been pointed out to him by officers commanding or in charge of departments, who should bring any repairs which they may consider necessary to the health or comfort of the troops under their command to the notice of the barrack-master before the first day of each quarter.

The barrack-master must be careful to include every necessary repair, so as to avoid intermediate requisitions as much as possible. He will, however, omit from this periodical return services of a very urgent nature, requisition for which is to be made as hereinafter directed (on Form 1486, Appendix No. 2).

2. The requisition is to be submitted for the signature of the officer commanding at the station, and transmitted by the barrack-master to the engineer office.

3. The engineer inspection will follow as soon as possible the receipt of the barrack-master's requisition, when the necessary additions and alterations will be made, an estimate prepared upon the form supplied, and the contractor's order issued without delay, or the work performed by military labour, where available, under the superintendence of the Royal Engineer Department. Engineer officers will be careful to add all services, the immediate performance of which may save larger expenditure at a future period, and tend to diminish intermediate requisitions.

4. The date of receipt in the Royal Engineer Office is in every case to be filled in.

5. The day for the engineer quarterly inspection of a barrack where there is a resident engineer officer will be named in garrison orders, and the quarter-masters ordered to attend the inspection; and at detached stations the inspecting engineer will report his arrival to the senior officer at the station, in order that an orderly officer or serjeant may be told off to accompany him and keep order during the inspection.

6. Commanding engineers may either authorize division officers to order the execution of repairs without reference to them, or direct all details for ordinary repairs to be submitted for their own approval.

Immediate or urgent Repairs.

The requisition for immediate and urgent repairs, Form No. 1486,

Appendix 2, is only to be made use of for services, the non-execution of which would cause serious inconvenience to the occupants or damage to public property. Incidents Repairs.

It will follow the same course as the quarterly requisition, Form No. 1485, except that the engineer officer will, after inspection, at once order the execution of the repairs without waiting for an estimate to be made, noting against such items as he considers may be postponed till the next quarterly requisition, or till the annual estimate, his reasons for deferring them. In either case the engineer officer will be responsible that the deferred services are brought forward for consideration at the proper time.

8. As soon as the repair is executed, the detail of the expense is to be entered on the back of the form, and the document completed by the insertion of the item of the annual estimate to which the expense is chargeable.

9. All orders to contractors signed by an officer of the Engineer Department are to give a date for their completion.

Orders for quarterly repairs at stations where there is no resident officer are to be sent to the contractor through the barrack-master or other person under whose superintendence the work is to be executed, and it will be his duty to report to the Engineer Office, from which the order emanated, if the contractor delay carrying it out.

10. At stations where there is no resident engineer officer or clerk of works, the barrack-master, or, where there is no resident barrack-master, the barrack serjeant is authorized to order the engineer contractor to execute such repairs as are of an urgent nature, reporting simultaneously to the division or commanding engineer his having done so. The repairs so ordered are to be entered on a requisition, which is to be countersigned by the officer commanding. The date of the order to the contractor is to be noted on the requisition by the barrack-master or serjeant, who will report to the Royal Engineer Department if the contractor delay executing the repairs.

The requisitions will be produced at the quarterly inspection to the engineer officer, who will have them completed and filed in his office, and he will bring to the notice of the inspector general of fortifications any improper exercise which may have been made of this discretionary power.

Same Forms applicable to all Works and Buildings except Military Prisons.

11. The same forms will be made use of for repairs to works and buildings not in charge of the barrack-master, the requisitions being filled up by the heads of the departments whose buildings they refer to, and forwarded direct to the Royal Engineer Office; and repairs required to works and buildings in charge of the Royal Engineer Department, such as fortifications, drawbridges, or workshops, are to be demanded and estimated for by the resident or division engineer officer, and approved by the commanding royal engineer, in the same manner as the repairs for any other department.

12. A complete record of all incidental fair-wear repairs being thus obtained, abstracts of expenditure (on Form 1487, Appendix No. 3), under the heads of barracks, fortifications, and civil buildings, on all requisitions received during each quarter will be made in the Commanding Royal Engineer's Office as soon as possible after the bills for them have been sent in, and forwarded, together with the requisitions, numbered separately for each station, according to date, to the inspector general of fortifications. Column 5 will give the total amount charged in the bills in the same line as the total in column 4. No charge whatever is to be made against the incidental item unless supported by one of these requisitions.

13. Until further orders, no requisitions for the repair of earthworks,

Incidental Repairs.

sodding of parapets or embrasures, palisades which are maintained solely with a view to defence, or for pointing the joints of masonry of any description, shall be acted upon without the special sanction of the inspector general of fortifications, or, at foreign stations, of the officer commanding the troops. A requisition, in Form Appendix No. 1, with the detail of expenditure, being submitted in enclosure, such expenditure, when sanctioned, will as heretofore be chargeable to the incidental item.

Commanding engineers will be responsible for the execution of this order and for pointing out to the inspector general of fortifications any case in which it may appear to be detrimental to the interests of the public service.

B. HAWES.

APPENDIX, No. I. W. O. Form, 1483.

QUARTERLY REQUISITION for repairs arising from fair wear and tear to the buildings in charge of the —— at ——, as ascertained by quarterly inspection made on the —— day of ——, 18—.

Item.	Name of Building and Room.	Nature of Repair required.

We certify that the above repairs have become necessary through fair wear and tear, and not through any neglect or wantonness on the part of the occupants, and that they are fairly chargeable to the public, not being of the nature of those chargeable to the occupier under Article 688 of the Ordnance Regulations.

Date, ——. Signature of barrack-master, ——.

Date, ——. Signature of Officer Commanding or in Charge of the Department, ——.

Received in Royal Engineers' Office ——, and expense ordered to be estimated, with the exception of items ——, which are postponed for the reasons stated against them.

Date, ——. Signature, ——.

ESTIMATE of Repairs required to be filled in by Royal Engineers' Department.

Item and Part of Building.	Description of Work.	N.	L.	R.	D.	C.	Price.	Item of Schedule.	Amount.
									£ s. d.
	otal, ...								

nd ordered to be executed, chargeable to item —— of the —— 18—.

——. Signature of C. R. E. ——.

that these repairs have been completed, ——.

d, ——. ——, Barrack-master.

APPENDIX, No. II.—IMMEDIATE. W. O. Form, 1486.

REQUISITION for Immediate and Urgent Repairs arising from fair wear and tear to the Buildings in charge of the —— Department at ——. Incident Repairs.

Item.	Name of Building and Room.	Nature of Repair required.

We certify that the above repairs have become necessary through fair wear and tear, and not through any neglect or wantonness on the part of the occupants; that they are fairly chargeable to the public, not being of the nature of those chargeable to the occupier, under Article 688 of the Ordnance Regulations; and, further, that they cannot be postponed until the next quarterly inspection without serious inconvenience.

Date, ——. Signature of Barrack Master, ——.

Date, ——. Signature of Officer Commanding or in Charge of the Department, ——.

Received in Royal Engineers' Office ——. Execute immediately, with the exception of items ——, which may be postponed for the reasons stated against them. The expense to be reported as soon as it can be ascertained.

Date, ——. Signature, ——.

DETAIL of Expenses incurred.

Item and part of Building.	Description of Work.	N.	L.	B.	D.	C.	Price.	Item of Schedule.	Amount. £ s. d.
	Total,	.	.	.	.	.	.		

Approved, chargeable to Item —— of the —— Estimate for 18—.

Commanding Royal Engineer.

APPENDIX, No. III. W. O. Form, 1487.

SEPARATE RETURNS to be drawn up for Barracks, Fortifications, and Civil Buildings.

ABSTRACT of Expenditure for Incidental Repairs to —— at ——, during the Quarter ending ——, 18—. Charged to Item —— of the Annual Estimate for 18—.

Number of Requisitions.	Station.	Estimated Cost. £ s. d.	Total of Estimated Cost for each Station. £ s. d.	Actual Expenditure charged in Bill. £ s. d.	Remarks.

Total, ...

Amount allowed for Incidental Items, . .

B.

W. O. Circ., 479. HOME. *27th Sept.*, 1859.

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THE Secretary of State for War has decided that the half-billet regulations shall be cancelled, and that, as a rule, no premises shall be hired for the accommodation of troops otherwise than under the provisions of Circular No. 361.

As, however, urgent cases may arise, rendering it inexpedient to delay such hire for the purpose of obtaining the Secretary of State's previous sanction, as ordered in paragraph 6 of the above circular, the officer commanding at the station is authorized, under such circumstances, to approve provisionally of the recommendation of the board of officers appointed under that circular, and, if he thinks fit, to order the barrack-master to hire and equip premises for the accommodation of troops. The officer commanding will then report his proceedings, through the general of the district, to the quarter-master general of the forces, in order that the covering sanction of the Secretary of State may be obtained to them; and in making his report, the officer commanding will give a full explanation of the causes which rendered it necessary for him to act upon his own responsibility.—H.H.

To General Officers Commanding and Barrack-masters. B. HAWES.

W. O. Circ., 540. *25th Jan.*, 1860.

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esidences.

THE Secretary of State for War has had under his consideration Article 688 of the Ordnance Regulations, which directs that officers of the Ordnance Department shall, when in occupation of houses the property of that department, perform at their own expense repairs of a certain specified class to those houses.

Mr. Secretary Herbert has decided that this rule shall be made to apply to all officers and persons, military and civil, to whom houses or quarters may be so specially allotted as to render them not liable to be dispossessed of those quarters by superior officers of other branches of the service.

All quarters, other than ordinary regimental quarters, will therefore now be brought under the operation of this regulation.

It has been ascertained that Article 688, above referred to, has at some stations been strictly enforced, at others partially enforced, and at some allowed to become obsolete.

Mr. Secretary Herbert does not desire that the new regulation now laid down shall be retrospective in its operation, and he therefore directs that it be applied only as follows:—

Military officers—

1. In cases of appointment from this date to offices entitling the holder to a special quarter.
2. In the case of officers now holding appointments entitling to special quarters, this rule will apply only on their being promoted to higher offices entitling to other quarters, and not on transfer from one station to another on the same rank.

Civil officers—

1. In cases where it is now paid under Article 688.
2. In case of appointment to an office entitling to a quarter where Article 688 is at present enforced.
3. In cases of new appointments.
4. In cases of promotions from this date.

For the information of officers concerned, Article 688, slightly altered in form, is here recapitulated:—

"The repairs to be performed by tenants or occupiers of houses or quarters are to comprise the making good all broken glass, from

whatever cause the breakage may arise, the renewal of sash-lines, locks, and other fastenings, keeping the bells, grates, ovens, stoves, jacks, water-closets, drains, privies, gutters, and cesspools in repair, as well as all internal fitments and pumps, and the fences or walls by which the premises may be surrounded. The tenants will also be required, if a garden be attached to the premises, to keep it in order, and, if gravel be required, to provide it; to keep the house in a proper state of cleanliness as respects the painting, and to make good any wilful damage to the premises. No alterations of any kind must be made without the *Secretary of State's* permission.—R. Repair Official Residen

JOHN ROBERT GODLEY.

W. O. Circ., 545. *8th Feb.*, 1860.

Incident Repairs

IT having been brought under the notice of the Secretary of State for War that Circular 430 seems to take away from commanding engineers the latitude which previous orders gave them as to the application of the incidental item in the execution of small services which are not strictly repairs, the following instructions are circulated for general guidance; and the opportunity has been taken of making provision for the repair of glass not chargeable to the troops or occupiers, and for explaining one or two other minor points connected with the circular:—

1. The general officer commanding at foreign stations has power to order new works which are so urgently required that a reference to England is impossible, under the Treasury Regulations of 10th January, 1850, and that power has been extended in a modified form to home stations by Circulars 309 and 403. It is not therefore necessary to vest in the commanding royal engineer any powers for ordering new works required by the exigencies of the public service.

2. But there are certain trifling services, neither strictly repairs nor strictly new works, but which may be properly considered to come under the head of *maintenance*, and which it is for the advantage of the service to have executed with as little delay as possible;—thus, a slight alteration in a drain, road, gate, or any other part of a building or work, which will improve its efficiency, and render it more capable of fulfilling its object, and perhaps save in future repairs, may be ordered upon the incidental item.

The following conditions must, however, be observed:—

a. The incidental item is in no case to be applied to provide unauthorized fittings for quarters, nor for painting, colouring, or papering.

b. The service must be demanded and estimated for in the mode prescribed for repairs in Circular 430, or inserted in a requisition by the commanding royal engineer on inspection.

c. It must not lead to any excess upon the amount authorized for the year.

3. Clause 12 of Circular 430 has been misunderstood at some stations. It is not necessary that the expenditure on each requisition should be shown in the abstract, but simply that the *total* sum charged in the bills should be given in column 5, opposite to the *total* of the various amounts estimated.

4. Mr. Secretary Herbert also considers it desirable that repairs to broken glass, not chargeable to the troops or occupiers, should be demanded on a separate form of requisition (see Appendix). This form will therefore be adopted in future, and will be dealt with in every respect in the same manner as the requisitions for urgent or immediate repairs.

Incidental Repairs.

5. Though the wording of Circular 430 seems to limit it to work performed by contract, it is quite as applicable to stations where day work is employed.

B. HAWES.

Immediate. APPENDIX.

REQUISITION for the Replacing of Broken Glass in the Buildings in charge of the ——, at ——, chargeable to the Public.

Name of Building and Room.	Identification and Size of Pane.	Date when broken.	Reason why the Expense is not chargeable to the Occupiers.

We certify, after due inquiry, that the expense of replacing the above glass is fairly chargeable to the public, not having been broken through wantonness or want of care on the part of the occupiers.

Signature of Officer Commanding or in Charge of Department, ——.

Date, ——.

Signature of Barrack-master or other Officer in Charge, ——.

Date, ——.

Received in Royal Engineer Office.

Execute immediately. The expense to be reported as soon as ascertained.

Date, ——. ——, Signature.

RETURN of Expenses incurred.

Name of Building and Room.	Description of Glass.	N.	L.	B.	C.	Prices.	Item of Schedule.	
								£ s. d.
							Total, .	

Approved, chargeable to item —— of the —— Estimate for 18—.

Date, ——. ——, Commanding Royal Engineer.

R.

W. O. Circ., 603. *2d July*, 1860.

Lightning Conductors.

WITH reference to War Office Circular No. 260, dated 25th May, 1858, on the subject of lightning conductors to buildings, and also with reference to the recent circular from the inspector general of fortifications, dated 16th April, 1860, on the same subject:—

Commanding royal engineers are now informed that the Government has recently entered into arrangements with Sir W. Snow Harris, by which that gentleman will in future contribute his services as scientific referee of the Government in all cases of the application of lightning conductors to public buildings, magazines, ships, &c., upon the demand of any department of the Government; and that he will prepare plans, and superintend and direct the carrying out of the works, without any further claim upon the department so employing him than the repayment of travelling and personal expenses.

In the event, therefore, of a commanding royal engineer having to apply a system of lightning conductors to any large and important building, or wish- [illegible] ny advice on the subject, he is requested to report the circumstance [illegible] etary of State, in order that the necessary communication may be [illegible] W. Snow Harris.—L. B. HAWES.

H. G. Circ. Mem., 78. 13*th Oct.*, 1860.

Engineer and Artillery Officers to confer.

It having been brought to the notice of His Royal Highness the General Commanding in Chief that there are no definite instructions as to the points on which officers commanding Royal Artillery and commanding royal engineers should confer when projects for additions or alterations to works of defence are being prepared, His Royal Highness has, with the concurrence of the Secretary of State for War, approved of the following instructions on the subject, viz.:—

When an engineer officer receives orders to draw up plans for a battery, or for alterations to existing works of defence, he should consult with the officer commanding Royal Artillery as regards the position and relative importance of the work, the number and nature of the guns and their direction of fire, the number of traverses and position of magazines, whether guns should be casemated or not, or whether they should fire through embrasures or be mounted "*en barbette;*" all these being subjects for joint consideration.

The position of artillery stores, shell-filling rooms, side-arm sheds, their internal arrangements, the distance between the guns, and general form of embrasures, are points which, perhaps, belong more exclusively to the province of the artilleryman than to that of the engineer; but it is to be observed, that the circumstances of the site may sometimes prevent the latter officer planning the work precisely as the former would most desire, and a joint consultation is the best mode of arriving at a satisfactory conclusion.

Any remarks which the officer commanding Royal Artillery may have to offer upon the subject should accompany the plan when transmitted for approval, should there be any difference of opinion.

All points of construction should be left to the engineer, who is responsible for the proper execution of the work.

His Royal Highness cannot impress too strongly on the officers of these branches of the service the necessity for a cordial co-operation in carrying out those professional duties in which the services of artillery and engineering are so intimately connected.—A. E.

By Command. James Yorke Scarlett.

W. O. Circ., 768. Home. 24*th June*, 1862.

Reports on Proposed Buildings.

Whenever it is proposed to construct buildings for the use of troops, or buildings upon land appropriated for their use, the commanding royal engineer will suggest a site to the general officer commanding at the station, who will order a board to assemble and to report on the subject. The board will consist of the head of the department, officer commanding a regiment, or other responsible officer (who is to occupy the building when erected), the principal medical officer, and the commanding royal engineer or other engineer officer.

The general officer commanding will then transmit the report of the board, with his own opinion and that of the commanding royal engineer, to the quarter-master general for submission to His Royal Highness the General Commanding in Chief, who will forward it, with such remarks as he may consider desirable, for the decision of the Secretary of State for War. The general officer commanding will also cause a copy of the report to be supplied to the commanding royal engineer, who will forward it with his opinion for the consideration of the Secretary of State for War.—B.

Edward Lugard.

WORKS AND LANDS.

2.—LANDS.

W. O. Circ., 34. 1*st Jan.*, 1857

Charge of Lands, Works, and Buildings.

THE change pointed out in the Circular Order of the 5th June last, $\frac{240}{4}$, has rendered a revision necessary of that part of the Engineer Code which relates to the charge of lands, works, and buildings--viz., Section VI. That section has accordingly been revised, and the following instructions are to be substituted for those which have been in force till now. A form of the terrier alluded to in paragraphs 12 and 13 will be supplied hereafter.

SECTION VI.—*Lands, Works, and Buildings.*

1. Under the Order in Council of the 5th June, 1856, $\frac{240}{4}$, the inspector general of fortifications is charged with the conservation of all lands granted or used for military purposes; and he, and the officers under his orders, will be held responsible for any unauthorized or unreported encroachments upon the Government property. The district commanding royal engineers will therefore exercise the same care of the lands of the department as was formerly exercised by themselves and the respective officers conjointly.

The storekeeper, or other officer acting as accountant of the War Department, is to continue to receive all rents and make all payments that may be required, and render his account as he has hitherto done, the commanding royal engineer furnishing him with all the information that may be required.

2. *Perambulation of Boundaries.*—The commanding engineer, or an engineer officer named by him, and a clerk of works, will annually, at the time when the inspection of the fortifications and buildings at the station takes place, perambulate the boundary lines of all property of the War Department, and use their endeavours to remove all unauthorized encroachments, as well as to prevent any further trespass being made.

3. An express permission from the Secretary of State for War is indispensable before any encroachment or trespass is allowed to obtain, even under an annual acknowledgment. And, as such permission will not be granted except in cases of very peculiar character, all applications which are not of such a character must be discouraged.

4. Whenever the Secretary of State for War shall see fit to give permission for an encroachment being made, the person to whom such permission is granted will be required to enter into an engagement to withdraw the encroachment immediately upon being called upon to do so, and to sign the agreement in the Book of Encroachments, as required by the Circular of 31st May, 1847 $\frac{O}{1036}$. The permission will specify exactly the nature and extent of the encroachments, and the amount of the acknowledgment to be required, which must be regularly and punctually paid to the storekeeper or the barrack-master, or other officer acting as accountant of the War Department, as the case may be (*vide* Circular, 2d April, 1832, $\frac{E}{209}$), and in failure of which the permission will be considered void, as it will be, also, in the event of the party becoming insolvent.

[illegible]

[illegible] of any lands or buildings, or [illegible] engineer will cause [illegible] red and transmitted to the inspector general of [illegible] ted in his office as records, especial care being taken to [illegible] stones, or other marks, and to distinguish the boundary [illegible] ke within the outer lines of the walls or fences, or within [illegible] here there are no walls or fences, so as accurately to define [illegible] of the War Department property, it being known that [illegible] undary wall, or fence, as it may be called, does not always [illegible] ent of ownership.

15. *Proceedings of any Parties affecting War Department Property.*—In all proceedings, whether depending upon Parliament, the magistracy, or any other authority which may be instituted for local purposes, and which may affect, or can in any way be likely to affect, or interfere with War Department property and interests, the Secretary of State for War will hold the officers or others, both military and civil, who may be stationed at or in the vicinity of the place to which those proceedings may have reference, responsible to him to report the nature of the case, be it what it may, the moment it shall become known to them, generally or individually, so that the solicitor of the War Department may be instructed to watch and to oppose the measures in contemplation, should the interest of the public service require proceedings to be taken thereon.

Charge of Lands, Works, and Buildings.

16. *Charge of Works.*—The charge of the works, and the disposal of the grass thereon, at all fortified places, are under the dominion of the War Department; and with reference to the provisions of the Royal Warrant of 1st September, 1778, the Secretary of State for War holds the inspector general of fortifications and his officers responsible that no person shall be permitted to plough on any ground or covered ways, ditches, or outworks surrounding or attached to War Department property; that no grazing of cattle, no planting of gardens in bastions or outworks, no erection of any sort of buildings, is permitted, except by the sanction of the Secretary of State for War.

At such stations where grass is grown, the usual regulations as to periodical cuttings, and the making the same into hay, should be strictly observed.

17. *Plans and Models of Works.*—Engineer officers will take care that no person whatever not belonging to the department shall be allowed to make a model or plan of any work of defence, or any part of one; that no officer or other person in the employment of the department shall be allowed to make any such model or plan without the permission of the commanding royal engineer at the station, who, in giving his sanction, is immediately to report the circumstance to the inspector general of fortifications; that, when a model or plan is made under such permission, it is not to become the property of the person by whom it is constructed, but is to be deposited in the office of the commanding royal engineer, or be forwarded to Woolwich, if it be deemed worthy of a place in the Royal Military Repository: in this latter case it will be subsequently determined whether any reward shall be given to the individual.

18. Commanding officers of artillery at home and abroad may have such reference as the service may require to the plans and maps relating to their command in charge of commanding royal engineers; and also be permitted to measure such distances as may be useful to the service; but not to copy any part of them without due authority, under the existing regulations.

19. *No Building to be permitted within 600 Yards of Works.*—Instructions having been given relative to the inexpediency of alienating or granting building leases of lands in the colonies situated in the vicinity of military works, barracks, magazines, or military establishments, without a previous reference to the War Department, stating, at the same time, that 600 yards should be the distance within which it would be advisable not to permit the erection of any buildings in the neighbourhood of works of fortifications, commanding engineers will be careful to report to the inspector general of fortifications upon all occasions when any deviation herefrom takes place.

In determining the application of this principle at each particular station, it is desirable that, besides the certain radius above described, within which no building whatsoever shall be constructed without sanction as aforesaid, a special prohibition should also be established, of a similar nature, with

Charge of Lands, Works, and Buildings.

reference to the erection of buildings, even beyond the radius above alluded to, upon commanding heights, or in other situations which particular local circumstances might render especially prejudicial to the military works.

20. *Conveyances.*—In all purchases of lands in the colonies by the War Department the conveyance is to be made to "the Secretary of State for War, for and on behalf of Her Majesty, her heirs and successors, for the service of the War Department, or such other public service or services as Her Majesty, her heirs or successors, shall from time to time, by any Order in Council, be pleased to direct;" and at foreign stations the commanding royal engineer will be furnished with a power of attorney to sign leases. At home stations the leases will, when the terms of them are approved, be concluded direct between the person whose tender has been accepted and the solicitor of the War Department, and will receive the signature of the Secretary of State.

21. *Possession and Occupation of War Department Property.*—No officer of engineers will in future take upon himself to grant either temporary or permanent possession of any part of the War Department property whatever, without being expressly permitted so to do; and no officer will in any way alter the appropriation of lands or buildings without the sanction of the Secretary of State for War.

No cultivation or shrubs are to be allowed in or near magazine yards.

23. No person is to be allowed, under any pretence whatever, to occupy houses or land belonging to the War Department without the express permission of the Secretary of State for War. Notice to be given to the inspector general of fortifications six months before the expiration of any lease of a term of years for houses or land.

24. *Public Competition.*—No officer, military or civil, of the War Department, shall be permitted to take ground which may be ordered to be let by public competition, nor to bid at auctions for any property of the department.

25. Commanding royal engineers will inform themselves as to the period at which leases of Government land or buildings will fall in; they will then obtain tenders for a fresh letting, in all cases, when practicable, resorting to public competition.

26. In places where it is usual to let land by auction, that course may be adopted whenever the commanding royal engineer thinks he may by that means obtain a higher tender.

27. At home stations public competition is never to be dispensed with without the authority of the Secretary of State for War.

28. At foreign stations public competition is never to be dispensed with without the authority of the officer commanding the troops at the station; and a full report of the circumstances must be at once made to the Secretary of State for War, through the inspector general of fortifications.

29. At home stations the advertisement, or public notice, should direct persons tendering to apply to the commanding royal engineer for forms of tender, which should be filled up, and sent by post to the director general of contracts, War Department, London, marked in the corner of the cover, "Tender for Land at ———."

30. The commanding royal engineer will, at the same time, transmit to the inspector general of fortifications a copy of the advertisement, and his opinion of the competency of persons who have called for forms of tender.

At foreign stations, on the letting of buildings or lands, the commanding royal engineer will apply to the commissariat officer, or other officer authorized to publish the necessary advertisements calling for tenders. Tenders received in pursuance thereof are to be opened by such officer

in the presence of the commanding royal engineer, the storekeeper, or other officer acting as accountant of the War Department, and the highest tender is to be accepted, provided the person tendering is considered competent.

Charge of Lands, Works, and Buildings.

The tenders are then to be delivered to the commanding royal engineer, who will transmit them, with a report of his proceedings, to the inspector general of fortifications.

32. In all cases the storekeeper, or other officer acting as accountant of the War Department, must be made fully aware of the rent and terms of letting, to enable him to collect the rents.

The same course is to be followed in disposing of the grass or other produce of land which it is not considered advisable to let.

33. When legal advice is necessary at foreign stations, the commanding royal engineer will be guided by the Circular of 26th April, 1847, $\frac{E}{48}$.

34. At home stations he will apply to the inspector general of fortifications, who can obtain the assistance of the solicitor of the department.

35. Though the commanding royal engineer is solely responsible for preventing encroachments, or any unauthorized use or appropriation of any land or building, the property of the War Department, it is the duty of every officer in the public service, and more particularly the barrack-master and storekeeper, or other officer acting as accountant of the War Department, to point out to the commanding royal engineer any instance of this kind that may come to their notice.

36. Before re-letting any land or building, or proposing to the War Department to do so, the commanding royal engineer must satisfy himself that it is not required for the public service, either for barracks, stores, or works of defence.

37. The commanding royal engineer, or an officer appointed by him, will represent the War Department on all boards formed by local Acts of Parliament at which it may be required that an officer of the department should sit, and he must apply for a power of attorney when necessary.

38. In all proposals and conditions of letting War Department premises, it is to be provided that the rates, taxes, rent charge, land tax, and all other parochial assessments, shall be paid by the tenant; and that the letting shall be void in case the lessee shall become bankrupt, or apply for, or take the benefit of, any act for the relief of insolvent debtors, or of his doing or suffering any act which would subject the premises to be transferred by operation of law. Commanding engineers are, therefore, to report all such cases to the inspector general of fortifications.

39. *Uninhabitable Buildings.*—A special report is to be transmitted by the commanding royal engineer to the inspector general in each case, as it may arise, relating to any building which may be considered uninhabitable and unfit for repair. Before making this report, the commanding royal engineer will refer to the officer or department in whose charge the building may be, for such observations as he may have to offer. And in all cases of barrack or military accommodation the concurrence of the officer in command of the district or colony should be obtained.

40. When works or buildings, the property of the War Department, are lent or let, under the conditions specified in the Order of 2d May, 1832, $\frac{E}{361}$, for occupation of the Coast Guard, or any other service, it is to be considered as a temporary measure, and the whole expense of their maintenance and restoration, when no longer required, will be chargeable to the service by which they were *occupied*, and no alteration of construction, fitments, or of

Charge of Lands, Works, and Buildings.

appropriation, is to be made without the sanction of the Secretary of State for War. And, for ascertaining the due observance of this condition, the works and buildings so occupied are to be occasionally inspected, to ascertain the state of them as to repair; to see that the platforms of the towers are kept perfectly clean; and to see that the cesspools and drains are clean, and in proper order.

No new buildings of any description, particularly any piggery, henhouse, or construction of that nature, are to be erected, either within or without the site of the works, without due authority, communicated through the commanding royal engineer of the district. The payment of a ground rent will be required in cases of the above nature.

On any officer taking charge of a tower, battery, or barrack, for revenue service, an inventory of the several matters is to be taken in duplicate, and one lodged with the engineer of the district, in which are to be distinctly stated all necessary particulars in regard to the nature of the building, its condition and state of repair, in order that whenever the War Department may resume possession and occupation thereof, it may be received in the same state as when transferred for the revenue service.

41. In all cases where application is made to the War Department for the grant of departmental property to other departments, or to private persons, either by sale or otherwise, the report of the commanding royal engineer thereon should show, separately, the extent of land, its value, and the annual income derived from it.—B. L.

B. Hawes.

W. O. Circ., 76. 21*st March*, 1857.

Signing Leases.

With reference to Circular No. 34, dated 1st January, 1857, the Secretary of State for War has directed that the tenant's copy of the form of memorandum of agreement for letting by the year, hitherto signed either by the storekeeper, barrack-master, or solicitor, should in future be signed by the commanding royal engineer, but not in any case without the authority of the Secretary of State, which is to be quoted on the document.

This course will not apply to leases for a longer period than one year.—

Commanding Royal Engineer. B. Hawes.

W. O. Circ., 232. Home. 12*th March*, 1858.

Charge of Lands and Buildings at Home.

The Secretary of State for War having had under his consideration the various regulations by which the War Department property at home stations was classed under the heads of Ordnance and Barrack Property, and by which the payment of rents, taxes, and other charges have been separated under those heads, now considers it desirable that the said distinctions should cease, and that the whole property, whether in lands or buildings, should come under one uniform management.

1. The commanding engineer is the local custodian of the rights and property of the whole department.

2. The barrack-master is the local accountant and collector of rents.

3. The military storekeeper will be only concerned in the question of lands and buildings when he is also acting barrack-master, or when there is no barrack-master at the station.

4. The commanding royal engineer will, with the estimates for works and buildings, submit an estimate of the payments to which the department is liable for leasehold property, also for tithe, rent-charges, fee-farm, and quit

rents, or any other charges which may have to be met during the ensuing financial year on account of the property within his district. Charge of Lands and Buildings a Home.

5. The same estimate will include the rent, taxes, &c., of all hired buildings, whether for the accommodation of troops or stores, and of all land hired for exercising troops, practice ranges, or other purposes.

6. The estimate will be prepared in the first instance by the barrack-master, and countersigned by the commanding royal engineer, who will transmit it to the inspector general of fortifications, retaining a copy for his own information.

7. The claims for rent, taxes, &c., will, as they become due, be prepared by the barrack-master, approved and countersigned by the commanding royal engineer, and forwarded by the former to the accountant general on the annexed Barrack Forms, Nos. 19 and 20, now in use.

8. The commanding royal engineer will only countersign the claims, so far as they agree with the approved estimate for lands and buildings, or with any special authority subsequent to the preparation of the estimate.

9. In forwarding the estimate, he will state whether there be any reason for discontinuing or reducing any of the payments made, or whether any of the hired lands or premises may be abandoned without injury to the public service.

10. Military storekeepers are directed to furnish the barrack-masters in their respective districts with a list and the particulars of all property on account of which they have hitherto preferred claims or received rents; and the storekeepers will discontinue acting as the accountants from the date on which the barrack-masters commence that duty. They will also apprise the several parties who pay and receive rents, taxes, and rates, of this alteration.

11. The arrangements respecting the transfer of the duties of accountant to the respective barrack-masters are to take effect on the 1st of April next.

12. During the first year, therefore, no reference can be made to the approved estimates, and the commanding royal engineer must sign the claims upon the original authority for the payment, which must in every case, both in the next and succeeding years, be quoted on the claims as heretofore.

B. HAWES.

BARRACK FORM, No. 19, HOME.

RENTS.

—— Barracks.

The Accountant General, War Office, Pall Mall, London.
To —.
Residence, ——.

Between —— and ——, 185—.

Date, Letter, and Number of Authority.	Description and Locality of Property, Nature of Hiring, and how Occupied.	Period.		Annual Rent.	Amount.		
		From	To		£	s.	d.
				Total, £			

We certify that we have examined the above account, amounting to £ ——.

harge of ands and uildings at Iome.

that it is just and correct, that the sum is defrayable by the public, and chargeable to item ——, vote ——, 185—.

——, Barrack-master,
At ——.
Date, ——.

Name, ——
Rank, ——
Place, ——
Date, ——
} Commanding Royal Engineer of the —— District.

N.B.—This form is to be invariably used for all rents, and is to be transmitted ten days before the rent may fall due, to the accountant general, War Office, Pall Mall, London, S.W., marked in the left-hand corner of the envelope or superscription, "Barrack Bill," the full names and address of the owner and authorized agent, if any, with the date, letter, and number of the order for the hiring, being invariably given. This form is also to be used for all claims for water rent, or rates, as well as tithe rent charges, it being certified in the latter case that the premises out of which the charge arises were exclusively used for public purposes, and that the charge is in accordance with the Tithe Commutation Act, 6 and 7 William IV., as regards England and Wales, or 1 and 2 Victoria, cap. 109, as regards Ireland

BARRACK FORM, No. 20, HOME.

TAXES.

—— Barracks.

The Accountant General, War Office, Pall Mall, London.

To ——.

Residence, ——.

Between —— and ——, 185—.

Date, Letter, and Number of Authority.	Particulars of the Charge and Description and Locality of the Property in respect of which the same is made, and how Occupied.	Period.		Amount.
		From	To	£ s. d.
	Total, . . .		£	

We certify that we have examined the above account, amounting to £——, that it is just and correct, that the tax is in respect of property exclusively used for public purposes, and chargeable to item ——, vote ——, 185—.

Name, ——.
Rank, ——.
Place, ——.
Date, ——.

——, Barrack-master,
At ——.
Date, ——.

N.B.—This claim, accompanied by the collector's notice paper, is to be transmitted to the accountant general, War Office, Pall Mall, London, for examination and order of payment, marked in the left-hand the envelope or superscription, "Barrack Bill." Official quarters ices are exempt from poor rates, agreeably to Circular No. 223, of ary, 1858 (General No. 2—548).—B.L.

W. O. Circ. Mem., 296. HOME. 3*d Aug.*, 1858.

THE accompanying tithe commutation tables* are transmitted with reference to the certificate respecting tithes required at the foot of the Form No. 19 attached to the Circular No. 232, dated 13th March, 1858. By an inspection of the tithe commutation award in the parish church the acreage of land in possession of the War Department liable to tithe and the amount of rent charge may be ascertained. The amount actually payable fluctuates according to the average price of corn for the seven preceding years, and the tables now forwarded are annually published, to show the amount for the year. When necessary, the tithe tables will be included in the annual demands for stationery.

Tithe Tab —Tithes t be paid by Tenant.

Commanding royal engineers and barrack-masters are also directed to specify distinctly in all future agreements on letting War Department property that the tithes are to be paid by the tenant.—T.

B. HAWES.

W. O. Circ., 360. FOREIGN. 17*th Dec.*, 1858.

IT having been brought to the notice of the Secretary of State for War that some discrepancy exists between the instructions to comptrollers of army expenditure with Circular No. 157, and those sent to commanding royal engineers by Circular No. 34, containing revised Section VI. of the Royal Engineer Code, in respect of the charge of lands at foreign stations, it seems desirable more clearly to define the duties and responsibilities of the two officers upon this subject.

Charge of Lands and Buildings Abroad.

With this object the Secretary of State for War desires the following regulations to be attended to:—

1. The commanding royal engineer is, at foreign as at home stations, the local custodian of the property and rights of the department in lands, buildings, rights of way, and other privileges.

2. He is responsible that accurate plans are kept on record, as well as for the custody of any title deeds or other documents upon which the property is held, which may be ordered to be kept at the station.

3. He will prevent or report all encroachments which have not received the sanction of the Secretary of State.

4. He will bring to the notice of the inspector general of fortifications, and of the officer commanding the troops at the station, any appropriation of lands, buildings, or of the produce of land, which is not authorized by the Secretary of State.

5. He represents the Secretary of State as landlord of all property let, and is responsible for the various conditions of the lease being duly fulfilled.

6. When any land or building is not required for the public service, he will take the orders of the officer commanding the troops, as to whether it may not be let for the public benefit; and if that course be approved, the commanding royal engineer will inform the comptroller of army expenditure of the terms and conditions which it will be necessary to observe in letting the property.

7. The comptroller will then take steps to obtain a suitable tenant by public tender, and in accordance with the general regulations which govern all contracts.

8. The commanding royal engineer, or officer deputed by him, will be present at the opening of the tenders, and will thereby have an opportunity of expressing his opinion on the merits of the tenders, which he may, should he think proper, bring before the officer commanding the troops.

* May be had on application at the War Office.

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9. Agreements for letting property will be signed by the comptroller.

10. In letting canteens, the barrack-master will communicate the terms and conditions to the comptroller; and any action on the part of the commanding engineer is unnecessary.

11. It will be the duty of the commanding engineer to acquaint the comptroller a sufficient time before the expiration of any lease for a term of years; and if there is no objection on the part of the military authorities, the comptroller will take measures for re-letting the property by competition, consulting the commanding royal engineer as to the conditions to be imposed.

12. The leases and agreements to be deposited with the commanding royal engineer, the comptroller having the power of consulting them whenever it may be necessary.

13. The disposal of grass, sea-weed, timber, or other produce of land which cannot be let, will be conducted under the same regulations.

14 The comptroller will instruct the accountant to receive all rents, acknowledgments for encroachments, and every kind of revenue yielded by the property; and in the event of any difficulties or delays in the payments, the comptroller will take such measures in each case as he may deem proper, having reference to the circular to the late board of respective officers, dated 26th April, 1847 (S—48), in the event of legal advice being necessary for the recovery of rent due.

15. When legal advice is necessary for settling any question of disputed boundaries or rights, the commanding royal engineer, as local custodian of those rights, will obtain legal advice under the same circular of 1847.

16. The present circular will principally affect paragraphs 23, 25, 27, 28, and 31 of the revised Section VI. of the Code of Engineer Regulations; but the rules therein prescribed, which this regulation does not interfere with, will be duly observed.—B. L.

B. HAWES.

W. O. Circ., 414. **16*th March*, 1859.**

erms of etting.

1. THE Secretary of State for the War Department has had under his consideration the terms upon which the War Department property is let, and he considers that, by offering more advantageous terms to the tenant, a better rental may be obtained for the public.

2. As the power of resumption must always be reserved, formal leases for a term of years are inapplicable to the letting of War Department property; and as the form of tender should comprise all the conditions of the transaction, the tender accepted may at once become the agreement, without the execution of any further document.

3. With this object the annexed forms* of tender for renting farms, meadows, or pasture lands, houses, gardens, and for grazing lands, have been prepared, and will be used upon all future occasions to which they are applicable.

4. In order to simplify the agreements, and to secure an uniform practice, all lettings (save of houses) should, if possible, commence from Michaelmas, which is the most advantageous time of year for a change of tenancy. When such premises are offered for tenancy at any other time, a note is to be added to the tender, that a proportionate amount of rent offered must be paid by the new tenant for the period during which he has possession before Michaelmas.

5. The commanding royal engineer will take every opportunity of consolidating, as much as possible, small holdings, and of allotting them as one tenancy when calling for fresh tenders; and, to effect this, he may propose to extend the terms of existing tenancies, with a view of making several fall in at the same period.

* See W. O. Circ., 873.

6. When one property is the subject of a tender, it should be described in the schedule, and written on each form of tender in the following terms:— Terms of Letting.

"All those pieces or parcels of land, with all buildings thereon, situate in the parish of ——, in the county of ——, of the sizes and quantities following, that is to say:—

No.	Name.	Culture.	Quantity.		
			A.	R.	P.
1	Whiteacre, . . .	Meadow, . . .	6	2	4
2	Blackacre, . . .	Arable, . . .	7	3	10

"Excepting therefrom all timber and timber-like trees, and subject to such public right of way (if any) as may exist over the same premises, and also to such right of way for all persons in the employ of Her Majesty, from (for example) north to south, over the enclosures Nos. 1, 2, &c."

The person who has been accepted as tenant is to be apprised by the commanding royal engineer that possession will be given him on his signing the memorandum at the foot of the agreement; but the agreement will not be signed by the commanding royal engineer.

7. Where several lots are described in one tender for separate tenancies advertised for at the same time, they can be described briefly as in the parish of ——, in the county of ——, thus:—

Lot.		A.	R.	P.	£	s.	d.
1a.	A Close, ...	1	3	31			
3.	Arable, ...	5	2	29			
13.	Three-cornered Piece, . .	26	0	31			
16.	Blackacre, ...	4	2	29			
[*Giving the name of each piece from the Plan or Report.*]							

When the tenders for particular lots are accepted, a full description of that lot should be set out in the memorandum of entry, and signed as in paragraph 6.

8. All particulars are to be filled in upon the forms demanded as usual from the War Office, and it is of the utmost importance that they should be correctly filled in before they are delivered to the candidates.

9. It will be the duty of the commanding royal engineer, in sending in a septennial report, to state whether any, and what increase of rent may fairly be demanded from the tenant. The commanding royal engineer will cause this rule to be explained to persons inquiring for forms of tender, and also inform them that no expense will be incurred by tenants for their agreements.

10. The same form will be adopted at foreign stations by comptrollers of army expenditure, so far as local circumstances, customs, and laws will admit.

11. Should any objections be raised either by lessees or by the local legal advisers of the department, the comptroller will, after consulting with the commanding royal engineer, and after laying the subject before the officer commanding the troops, adopt any modifications of the terms which may be necessary.

Terms of Letting.

12. There may be many cases in which the form of open tender may be inapplicable, particularly to houses. In such cases the Secretary of State will consider any proposal which may be made for assessing the rent to be demanded at a fair value, and then letting it by advertisement upon the terms of Form, Appendix III., and at the authorized rent, to the most eligible tenant who may present himself, in the way adopted by private house owners. The form above quoted may be made to serve the purpose of the agreement.

13. Commanding engineers will consider and report whether it would be advantageous to the public service to terminate any existing tenancies with a view to re-letting the property on these revised conditions. In the case of old and respectable tenants, the Secretary of State would not desire to take such steps without giving them ample warning.—L.

B. HAWES.

W. O. Circ., 504. *17th Nov.*, 1859.

Signing Leases Abroad.

THE Secretary of State for War having had under consideration the question, whether leases for letting War Department property at foreign stations should more properly be signed by the commanding royal engineers or by the comptrollers of army expenditure, has decided that, as it is the especial duty of the latter officers to enter into all contracts, leases should be signed by them.

The powers of attorney at present held by commanding engineers are therefore cancelled, and similar powers will be issued to comptrollers of army expenditure.

It is to be distinctly understood that the division of duties laid down in Circular 360 is in no way interfered with by this arrangement.—L.

B. HAWES.

W. O. Circ., 511. HOME. *8th Dec.*, 1859.

Charge of Lands and Buildings at Home.

THE Secretary of State for War has decided that the following alterations shall be made in the Circular of 13th March, 1858, No. 232, respecting the management of War Department property at home stations:—

Paragraphs 4, 5, 6, and 9 to be cancelled.

The following paragraph to be substituted for paragraph 8:—

"The commanding royal engineer will only countersign the claims so far as due authority for the same shall have been received."—B. L.

JOHN ROBERT GODLEY.

W. O. Circ., 557. HOME AND FOREIGN. *24th Feb.*, 1860.

Returns Regarding.

WITH reference to paragraph 2 of Circular dated 1st January, 1858, respecting War Department lands:

Commanding royal engineers are informed that for the future the annual transmission of the statement of property may be discontinued.

A return will, however, be forwarded as soon as possible after the 31st of March in each year, showing any alterations or additions which may have taken place during the year, in order that the necessary corrections to the statements may be made in this office.—R.

To Commanding Engineers. EDWARD BELFIELD.

W. O. Circ., 563. *5th March*, 1860.

Payments on Account of.

1. THE Lords Commissioners of Her Majesty's Treasury have decided that payments made under the present practice to the War Department by the Admiralty and other public departments, on account of lands and

buildings temporarily occupied by them, shall be discontinued on 1st April next, except in the cases specified in paragraph 5. Payment on Accou of.

2. All payments to such departments for land or buildings temporarily occupied by the War Department will also cease from the same date.

3. The department in occupation will be bound to provide for the payment of all rates or other charges, except rents on leasehold property, to which the property is liable; to execute all necessary repairs; to restore the premises when required; to keep them in substantial repair; to make no structural alterations or additions without the consent of the department in which the property is vested, and to allow such occasional inspections as may be necessary to ascertain that these conditions are carried out.

4. The War Department will continue to yield such assistance as the comptroller of the Coast Guard may require for keeping buildings occupied by that force in repair at the expense of the Admiralty.

5. In transactions with the Crown Revenue Department, the duchy of Cornwall, the Government of a colony, or any public body supported from local or municipal rates, rent will continue to be paid as heretofore.

6. The commanding royal engineer of each district will forward, with as little delay as practicable, lists of cases to which paragraphs 1 to 4 of this circular apply.

To Commanding Royal Engineers. B. HAWES.

—— DISTRICT.

RETURN of Premises temporarily occupied by the War Department, the Property of which is vested in another Department of Her Majesty's Government, the Funds of which are voted by Parliament.

Name of Land or Premises.	Department in which Property is Vested.	Rent Paid.	Repairs, at whose Cost Performed.	Rates and other Charges, by whom Paid.	Any Special Conditions.	Remarks.

—— DISTRICT.

RETURN of War Department Property occupied by any other Department of Her Majesty's Government, the Funds of which are voted by Parliament.

Name of Land or Premises.	Department by which Occupied.	Rent Paid.	Repairs, at whose Cost Performed.	Rates and other Charges, by whom Paid.	Any Special Conditions.	Remarks.

P.

W. O. Circ., 738. HOME. *7th Feb.*, 1862.

THE result of the experiment of disposing by auction of grass or hay on War Department lands, as directed by War Office Circular No. 667, not being considered to be satisfactory: Disposal of Grass and Hay.

The Secretary of State for War has decided on cancelling that Circular,

Disposal of Grass and Hay.

and now directs that the system of calling for tenders by public advertisement be reverted to.

The day fixed for the receipt of tenders should be reasonably near the period of the crops being fit for cutting.

Commanding royal engineers are requested to report, from time to time, for the consideration of the Secretary of State, any cases in which they may conceive that a different mode of procedure will be advantageous to the public service.—G.

R. Hawes.

W. O. Circ., 838. Home and Foreign. *9th Oct.*, 1863.

Revision of Tender in Circ. 414.

The Secretary of State for War has decided upon a revision of the forms of tender annexed to Circular dated 16th March, 1859, No. 414, respecting the letting of War Department property.

Copies of Forms Nos. 1549, 1550, 1552, 1553, as revised, are annexed, for the information and guidance of commanding royal engineers.

The necessary supply of the revised forms can be obtained on the usual demand.—L.

Edward Lugard.

WORKS AND LANDS.

3.—ENGINEER CIVIL STAFF.

W. O. Circ., 274.

VICTORIA R. ROYAL ENGINEER DEPARTMENT.

1. WHEREAS it is expedient that various alterations should be made in the constitution and emoluments of clerks of works and foremen of works attached to the Royal Engineer Department at home and foreign stations under the orders of our Secretary of State for War, and governed by the regulations of the late master general and Board of our Ordnance, dated 31st October, 1827: Clerks Works Foreme

2. We do hereby declare that the portion of the civil establishment of the Royal Engineer Department, which embraces the clerks of works and foremen of works attached to the War Office at home and foreign stations, under the orders of our Secretary of State for War, shall henceforth be constituted as provided for in the Schedules A and B hereunto annexed, and that the salaries and emoluments laid down in said schedules be substituted for the salaries and emoluments heretofore payable, and that in lieu of the regulations of the late master general and Board of Ordnance dated 31st October, 1827, the establishment aforesaid shall be subject to the rules and regulations hereinafter contained.

3. And whereas certain of our civil officers aforesaid may be in actual receipt, under former regulations, of higher salaries and emoluments than those allotted to the classes in which they will serve under this our warrant, it is our will and pleasure that such higher emoluments shall continue to be received on the conditions specified in the Regulations C.

4. And we do further direct that in any special cases not provided for by this our warrant, our Secretary of State for War for the time being may grant such additional emoluments as the circumstances may justify, the consent thereto of the Lords Commissioners of our Treasury being previously obtained.

5. We do likewise empower our Secretary of State for War for the time being to make such alterations and revisions in the establishment constituted by this our warrant, or to increase the same (with the sanction of the Lords Commissioners of our Treasury) to such extent as from time to time may be expedient for the public service.

Given at our Court at St. James's this twenty-eighth day of April, 1858, in the twenty-first year of our reign.

By Her Majesty's Command. J. PEEL.

SCHEDULE A.

THE ESTABLISHMENT of Clerks of Works on the Royal Engineer Department at Home and Abroad, with the Departmental Rank, corresponding Military Rank, and Scales of Salary.

Clerks of Works and Foremen.

Numbers.	Departmental Rank.	Corresponding Military Rank.	Scales of Salary.		
			Minimum.	Annual Increase.	Maximum.
40	Clerk of Works, 1st Class,	Captain .	£230	£10	£300
90	Clerk of Works, 2d Class,	Lieutenant	150	10	220
50	Clerk of Works, 3d Class,	Ensign . .	110	5	140
180					

SCHEDULE B.

SCALES of Allowances for the different Classes of Clerks of Works in the Royal Engineer Department.

Rank.	House Rent at Home Stations, when Quarters are not available for Clerks of Works.	Ordinary Foreign Pay.	Tropical Pay.			
			Ordinary.		Special.	
			Rates for each Class.	Stations where granted, according to Class.	Rates for each Class.	Stations where granted, according to Class.
Clerks of Works: 1st Class, . .	£25	£25	£50	Bahamas. Barbadoes. Bermuda. Demerara. Honduras. Jamaica. Mauritius. St. Helena. St. Lucia. Trinidad. Hong Kong. And any other Station which may hereafter be formed within the Tropics.	£80	Sierra Leone.
2d Class, . .	20	20	40		50	And any other Station on the West Coast of Africa to which they may be at any time sent.
3d Class, . .	20	15	30		50	

With the allowances drawn at Foreign Stations by officers of corresponding rank.

SCHEDULE C.

GENERAL REGULATIONS *for the Government of the Clerks of Works, Royal Engineer Department, at Home and Abroad.*

Article 1.

The clerks of works in the Royal Engineer Department, at home and stations, will, from 1st April, 1858, form one general body, divided ee classes, with the relative military rank, salaries, and allowances d in the Schedules A and B annexed, subject to the conditions r mentioned in Articles 3 to 13, and every clerk of the works will

be liable to removal from one station to another, as the public service may require.

Clerks of Works and Foremen.

Article 2.

It must be distinctly understood by every clerk of works, that though, in considering his claim to promotion, due weight will be given to long and faithful service, the primary ground of advancement will be personal merit, as evinced by professional ability and good conduct.

Article 3.

The new scale and the annual increases of salary will come into operation from 1st April, 1858, in the following cases:—

Where the minimum of the class, in which a clerk of works is placed under the new scheme exceeds the established pay attached to his present office, he will be placed on such minimum at once.

Where the maximum of the class in which a clerk of works is placed under the new scheme exceeds the pay attached to his present office, he will be paid, from 1st April, 1858, at the rate in the scale of pay immediately above that which he receives in the present year, and afterwards he will be entitled to the annual increase of the class. For example: a clerk of works who is receiving £173 7*s.* 6*d.* per annum under the old scale, will, if placed in the second class, receive £180 in 1858-59, and, after that, £10 per year until he reaches the maximum of the class.

Where the maximum of the class, however, in which a clerk of the works may be placed is *less* than the actual salary he is now receiving, he will be allowed to continue to draw his present salary, in addition to the allowances detailed in Schedule B, until he is promoted to a higher class.

Article 4.

If an officer's salary at the time of promotion be equal to, or higher than, the minimum of the class into which he shall be promoted, the annual increase of that class will be given at once.

Article 5.

The salaries of clerks of works, upon first appointment to the service, will comm nce as follows:—

If appointed to a home station, from the date of joining duty.

If appointed to a foreign station, from the date of embarkation.

Article 6.

No increase (except that which will be given on 1st April, 1858, or under Article 4) will be allowed, without the production of the certificate, Form B, annexed.

Article 7.

The foreign service allowance will be drawn by clerks of works ordered from home on foreign service, from the date of embarkation until the date of disembarkation on returning to the United Kingdom, provided they remain on duty the whole of the time they are abroad, but during the time that the tropical allowance (Article 9) is payable, the ordinary foreign service allowance is not to be received.

Article 8.

As certain clerks of works now on foreign service are in receipt of higher foreign pay under former regulations than the foreign or tropical pay fixed for their class under this warrant, they will be placed on the salary of the new scheme, according to Article 3, with such proportion of the former foreign pay as, with the new salary, will make up the *actual* amount of the

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old home and foreign rate of pay. In succeeding years the proportion of the old foreign rate of pay will be further reduced, in the same ratio as the salary increases, until the new rate of foreign or tropical pay is arrived at. For example—

		£	s.	
A clerk of works now receiving 12s. a day fixed pay,	=	219	0	a year.
and 3s. a day foreign pay, ...	=	54	15	„
		£273	15	

If placed in the first class of the new scheme, where the minimum salary is . .	£230		
The foreign pay, ...	25		
		255	0

He will therefore be paid thus while serving abroad :—

	Salary. £		Foreign Pay. £	s.		£	s.
For 1st year, commencing April 1, 1858, ...	230	+	43	15	=	273	15
2d „ „ April 1, 1859, ...	240	+	33	15	=	273	15
3d „ „ April 1, 1860, ...	250	+	25	0	the rate for the Class		

Clerks of works at foreign stations returning to England, or proceeding to any other country on the recommendation of a medical board, for the benefit of their health, will draw the allowance to the date of disembarkation. Those going on leave of absence on private affairs will cease to draw the allowance from the day of leaving the station until the day of rejoining it.

Article 9.

The tropical pay granted at the stations enumerated in Schedule B will be drawn from the date of arriving at, to that of leaving the station, the ordinary foreign pay being issued for the period of the voyage to or from such station.

Article 10.

All local allowances granted to officers serving abroad, not specifically mentioned in these regulations, will commence and cease as prescribed in the preceding article for tropical pay, excepting such as are dependent upon the performance of any duty, the issue of which will be limited to the time such duty is actually performed.

Article 11.

The allowance for house rent on home service will commence at the date of disembarkation from foreign service, provided the clerk of works proceeds at once to the home station to which he shall have been appointed; if he is on leave before joining, the allowance will commence when he joins duty. This latter rule will also apply in cases of first appointment.

A clerk of works in receipt of house rent at a home station will draw it, when ordered on foreign service, up to the date of embarkation.

Article 12.

Clerks of works granted leave of absence upon the recommendation of a medical board, or on private affairs, will not, as a matter of course, be entitled to draw full salary during the whole of such absence, but will be liable to be placed upon the following proportion of salary :—

In cases of ten years' service and upwards, on two-thirds pay.

Of less than ten years, on half pay.

The dates from which these rates will commence will be determined according to the merits of each case; but in no instance will these proportions of salary be continued beyond twelve months from the date of the

officer landing in England, or (if serving there) beyond twelve months from the date of his ceasing to do duty. Clerks of Works an Foremen.

Clerks of works removed from any station for the advantage of the service, who may have to wait until a new station can be allotted to them, will, at the expiration of a month from the time they disembark from foreign service, or cease to do duty (if serving in the United Kingdom), be placed upon two-thirds or half salary, according to their service, for a period not exceeding three months.

Article 13.

At the expiration of the dates specified in the preceding article, clerks of works, if not employed, will be placed on pension, either permanent or temporary, if entitled thereto, or, if not entitled, they will be noted for re-employment.

FORM D.

I certify that the diligence and good conduct of Mr. ——, clerk of works, who completed —— year of service in the —— class, on the ——, have been such as to justify my recommending that he be granted the annual increase of salary attached to his class.—C. W.

——, Commanding Royal Engineer.
Date, ——.

Approved,
——, Inspector General of Fortifications.
Date, ——.

ROYAL ENGINEER DEPARTMENT.

VICTORIA R.

1. WHEREAS it is expedient that various alterations should be made in the constitution and emoluments of clerks attached to the Royal Engineer Department at home and foreign stations, under the orders of our Secretary of State for War, and governed by the regulations of the late master general and Board of our Ordnance, dated 31st October, 1827, and 22d April, 1840: Clerks.

2. We do hereby declare that the portion of the civil establishment of the Royal Engineer Department, which embraces the clerks attached to the War Office, at home and foreign stations, under the orders of our Secretary of State for War, shall henceforth be constituted as provided for in the Schedules A and B hereunto annexed, and that the salaries and emoluments laid down in said schedules be substituted for the salaries and emoluments heretofore payable, and that, in lieu of the regulations of the late master general and Board of Ordnance dated 31st October, 1827, and 22d April, 1840, the establishment aforesaid shall be subject to the rules and regulations hereinafter contained.

3. And whereas certain of our civil officers aforesaid are in actual receipt, under former regulations, of higher salaries and emoluments than those allotted to the classes in which they will serve under this our warrant, it is our will and pleasure that such higher emoluments shall continue to be received on the conditions specified in the Regulations C.

4. And we do further direct that, in any special cases not provided for by this our warrant, our Secretary of State for War for the time being may grant such additional emoluments as the circumstances may justify, the consent thereto of the Lords Commissioners of our Treasury being previously obtained.

5. We do likewise empower our Secretary of State for War for the time being to make such alterations and revisions in the establishment constituted

lerks. by this our warrant, or to increase the same (with the sanction of the Lords Commissioners of our Treasury) to such extent as from time to time may be expedient for the public service.

Given at our Court at St. James's this twenty-eighth day of April, 1858, in the twenty-first year of our reign.

By Her Majesty's Command. J. PEEL.

SCHEDULE A.

THE ESTABLISHMENT of Clerks in the Royal Engineer Department at Home and Abroad, with the Departmental Rank, corresponding Military Rank, and Scales of Salary.

Numbers.	Departmental Rank.	Corresponding Military Rank.	Scales of Salary.		
			Minimum.	Annual Increase.	Maximum.
13	Clerk, 1st Class, .	Lieutenant, .	£210	£10	£270
27	Clerk, 2d Class, .	Lieutenant, .	150	10	200
40	Clerk, 3d Class, .	Ensign, . .	80	10	140
80					

SCHEDULE B.

SCALES of ALLOWANCES for the different Classes of Clerks in the Royal Engineer Department.

Rank.	House Rent at Home Stations, when Quarters are not available.	Ordinary Foreign Pay.	Tropical Pay.				Remarks.
			Ordinary.		Special.		
			Rates for each Class.	Stations where granted, according to Class.	Rates for each Class.	Stations where granted, according to Class.	
Clerks: 1st Class,	£25	£25	£50	Bahamas. Barbadoes. Bermuda. Jamaica. Mauritius. St. Helena. Hong Kong. And any other Station which may hereafter be formed within the Tropics.	£80	West Coast of Africa, should a Clerk ever be sent there.	
2d Class,	20	20	40		50		
3d Class,	20	15	30		50		
		With the local allowances drawn at Foreign Stations by officers of corresponding rank.					

SCHEDULE C.

GENERAL REGULATIONS FOR THE GOVERNMENT OF THE CLERKS, ROYAL ENGINEER DEPARTMENT, AT HOME AND ABROAD.

Article 1.

The clerks in the Royal Engineer Department, at home and foreign stations, will, from 1st April, 1858, form a general body, divided into three classes, with the relative military rank, salaries, and allowances described in the Schedules A and B annexed, subject to the conditions hereafter mentioned in Articles 3 to 13, and every clerk will be liable to removal from one station to another as the public service may require. Clerks.

Article 2.

It must be distinctly understood by every clerk, that though, in considering his claim to promotion, due weight will be given to long and faithful service, the primary ground of advancement will be personal merit, as evinced by zeal, ability, and general good conduct.

Article 3.

The new scales and the annual increases of salary will come into operation from 1st April, 1858, in the following cases:—

Where the minimum of the class in which a clerk is placed under the new scheme exceeds the established pay attached to his present office, he will be placed on such minimum at once.

Where the maximum of the class in which a clerk is placed under the new scheme exceeds the pay attached to his present office, he will be paid, from 1st April, 1858, at the rate in the scale of pay immediately above that which he receives in the present year; and from 1st April, 1859, he will receive the increase of the class. For example, a clerk who is receiving £155 2*s.* 6*d.* per annum under the old scale, will, if placed in the second class, receive £160 in 1858-59, and, after that, £10 per year until he reaches the maximum of the class.

Article 4.

Where a clerk is at present receiving a higher salary than he will be entitled to by these regulations, he will be allowed to continue to draw such salary, in addition to the allowances detailed in Schedule B, until he is promoted to a higher class. For example, a clerk at present receiving £155 2*s.* 6*d.* a year, if placed upon the third class, the maximum of which is only £140, will be allowed to draw the £155 2*s.* 6*d.*, with the other emoluments of his class, as detailed in Schedule B, until he is promoted to the second class.

Article 5.

The salaries of clerks, upon first appointment to the service, will commence as follows:—

If appointed to a home station, from the date of joining duty.

If appointed to a foreign station, from the date of embarkation.

Article 6.

If an officer's salary at the time of promotion be equal to, or higher than, the minimum salary of the class into which he is promoted, the annual increase of that class will be given at once.

Article 7.

No increase (except that which will be given on 1st April, 1858, and in Article 6) will be allowed, without the production of the certificate, Form D, annexed.

Article 8.

The foreign service allowance will be drawn by clerks ordered from home

Clerks. on foreign service, from the date of embarkation until the date of disembarkation on returning to the United Kingdom, provided they remain on duty the whole of the time they are abroad; but during the time the tropical allowance (Article 9) is payable, the ordinary foreign service allowance is not to be received.

Clerks at foreign stations returning to England or proceeding to any other country, on the recommendation of a medical board, for the benefit of their health, will draw the allowance to the date of disembarkation. Those going on leave of absence on private affairs will cease to draw the allowance from the day of leaving the station until the day of rejoining it.

Article 9.

The tropical pay granted at the stations enumerated in Schedule B will be drawn from the date of arriving at, to that of leaving the station, the ordinary foreign pay being issued for the period of the voyage to or from such station.

Article 10.

All local allowances granted to officers serving abroad, not specifically mentioned in these regulations, will commence and cease as prescribed in the preceding article for tropical pay; but should a clerk at any time be granted any allowance dependent upon the performance of any duty, the issue thereof will be limited to the time such duty is actually performed.

Article 11.

The allowance for house rent on home service will commence at the date of disembarkation from foreign service, provided the clerk proceeds at once to the home station to which he shall have been appointed; if he go on leave before joining, the allowance will commence when he joins duty. This latter rule will also apply in cases of first appointment.

A clerk in receipt of house rent at a home station will draw it, when ordered on foreign service, up to the date of embarkation.

Article 12.

Clerks granted leave of absence upon the recommendation of a medical board, or on private affairs, will not, as a matter of course, be entitled to draw full salary during the whole of such absence, but will be liable to be placed upon the following proportion of salary:—

In cases of ten years' service and upwards, on two-thirds pay.

Of less than ten years, on half pay.

The dates from which these rates will commence will be determined according to the merits of each case; but in no instance will these proportions of salary be continued beyond twelve months from the date of the clerk's landing in England, or (if serving there) beyond twelve months from the date of his ceasing to do duty.

Clerks removed from any station for the advantage of the service, who may have to wait until a new station can be allotted to them, will, on the expiration of a month from the time they disembark from foreign service, or cease to do duty (if serving in the United Kingdom), be placed upon two-thirds or half pay, according to their service, for a period not exceeding three months.

Article 13.

At the expiration of the dates specified in the preceding article, clerks not employed, will be placed on pension, either permanent or temporary, if entitled thereto, or, if not entitled, they will be noted for re-employment.

FORM D.

I certify that the diligence and good conduct of Mr. ——, clerk in the Royal Engineer Department, who completed —— year of service in the —— class, on the ——, have been such as to justify my recommending that he be granted the annual increase of salary attached to his class.—C. W. Clerks.

——, Commanding Royal Engineer.
Date, ——.

Approved,

——, Inspector General of Fortifications.
Date, ——.

W. O. Circ., 449. *27th July*, 1859.

THE following is to be substituted for the first part (as far as the word "appointed") of Article 11, Schedule C, annexed to the Royal Warrants for clerks of works and clerks in the Royal Engineer Department, dated 28th April, 1858, promulgated by Circular 274:— Clerks of Works and Clerks.

The allowance for house rent on home service will, in cases where a clerk of works or clerk returns from foreign service, and proceeds at once to the station to which he is appointed, commence on the cessation of the personal allowance granted while travelling to such station.—C.

B. HAWES.

W. O. Circ., 594. *30th May*, 1860.

WITH reference to Sec. XVII., paragraphs 1, 4, 5, of the Royal Engineer Code of Regulations, Mr. Secretary Herbert has approved of the following revised rules for admission to the civil branch of the Royal Engineer Department on the establishment sanctioned by Her Majesty's Warrant of 28th April, 1858, Circular No. 274, and also for temporary clerks of works and foremen of works:— Clerks of Works, Foremen, and Clerks

For Clerks of Works.

1. A candidate must be not less than twenty-one, nor more than thirty years of age.
2. He must be in sound health.
3. He must have served as a temporary clerk of works or foreman in the Engineer Department for at least six months.
4. He must be certified a fit candidate by a district commanding royal engineer and by the inspector general of fortifications.
5. He must express his readiness to serve at any station at home or abroad.
6. He must pass an examination before the Civil Service Commissioners in the following subjects:—

I. Writing from dictation.
II. English composition.
III. Arithmetic, including vulgar and decimal fractions.
IV. Mensuration of plane surfaces and simple solids.
V. Practical geometry.
VI. Designs of simple structures of masonry, brick, or wood, illustrated by plans, sections, and elevations.
VII. Working drawings of particular parts of buildings.
VIII. Measurement of builders' work.
IX. Estimating builders' work.
X. Artificers' work. The nature of tools required; the proportion of labour and materials required for any particular kind of work.

Clerks of Works, Foremen, and Clerks.

XI. Analysis of prices.

XII. Modes of judging of the quality of building materials, calculation of the sections of timber and metals to resist transverse and longitudinal strains.

7. Applications for permanent employment will only be received from those persons already in the temporary employment of the department, and must be addressed, through the officers under whom they are serving, to the Secretary of State for War.

For Temporary Clerks of Works and Foremen.

8. A candidate must be between twenty and fifty years of age.

9. He must produce two certificates of character and two certificates of professional ability.

10. He must be in sound health.

11. He must be reported by a district commanding engineer to be a fit person, and to possess the following qualifications:—A good knowledge of builders' work, a capacity to execute working drawings, and some knowledge of the measurement of artificers' work.

12. If appointed temporary foreman of works, his pay will be 6*s.* a day.

13. If appointed temporary clerk of works, his pay will be 7*s.* 6*d.* a day.

14. He will not be entitled to lodging or any other allowance.

15. He will be entitled, before discontinuance (if engaged for an *indefinite* period), to notice on the following scale:—

For service under 1 year, ...	a fortnight.
Of 1 year and under 2, ...	1 month.
2 years and under 3, ...	2 months.
3 years and upwards, ...	3 months.

If engaged for the superintendence of a particular work, the engagement will cease on the completion of the work.

16. He will have no claim to superannuation.

17. He will be entitled to travelling expenses to and from the place where employed.

18. Applications for employment to be addressed to the Secretary of State for War, under cover to

THE UNDER SECRETARY OF STATE FOR WAR,
War Office, London, S.W.

Clerks in the Royal Engineer Department.

19 The appointment of clerks will be governed by the existing rules for clerks at out-stations. All applications for appointments must be made as provided in paragraph 18.—c.

B. HAWES.

W. O. Circ., 622. HOME AND FOREIGN. 23*d Aug.*, 1860.

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MR. SECRETARY HERBERT having had under his consideration the allowance of foreign service pay granted to clerks of works and clerks of the Royal Engineers serving on the West Coast of Africa, in Schedule B of the Warrant of 28th April, 1858, Circular No. 274, and the regulations affecting service in those settlements, issued for the information of the Military Store Department on the 25th of January last, Circular 539, has decided, after consultation with the Lords Commissioners of Her Majesty's Treasury, that the provisions of Circular 539, as to pay, length of service, and leave, shall be extended to members of the civil staff of the Royal Engineers, and in accordance with this decision:

1. All civil officers of the Royal Engineer Department volunteering and being appointed for service on the West Coast of Africa shall be allowed to draw double the ordinary pay of their respective ranks during their stay on the Coast, in lieu of the pay fixed for this service by the Royal Warrant of the 28th April, 1858. African Service.

2. A civil officer shall not be required to serve on the coast for a longer period than two years from the date of arrival to the date of departure.

3. Such two years' service on the Coast of Africa shall be allowed to reckon, for increased pay and superannuation, as three years of an ordinary service; and if the officer should be permitted, at his own wish, to prolong his stay on the coast, his service shall be allowed to count in proportion.

4. The officer shall be entitled either to a tour of home service, on his return after two years' duty on the coast, or to six months' leave of absence for each two years he shall have served there.

5. Commanding royal engineers will make known these regulations to the officers under them, and transmit from time to time to this office the names of any clerks of works of the second or third classes who may be desirous of service on the West Coast of Africa on the above-named conditions.—C.

To ——, Commanding Royal Engineers. B. HAWES.

W. O. Circ., 826. HOME AND FOREIGN. *3d June*, 1863.

THE Secretary of State for War considers it expedient to establish an uniform rule in regard to the grant of public holidays to the artificers, labourers, &c., in the various branches of the War Department, and has therefore decided that in future the following days only shall be observed as holidays, with pay:— Holidays

Good Friday and Christmas Day; the latter, if falling on a Sunday, may be observed the following day;
The Anniversary of the Coronation of the Sovereign;
And the day fixed in each year for the observance of the Sovereign's birthday.—H.

EDWARD LUGARD.

WORKS AND LANDS.

4.—CONTRACTS.

W. O. Circ., 63. HOME. *7th March*, 1857.

Certific of Wor under C tract.

THE Secretary of State for War desires that measures may be taken to prevent the delay that has occurred in many engineer districts in forwarding the certificates for work performed by the contractors.

No less than seventy four certificates reached the department of the accountant general between the 1st January and 19th February, 1857, for work done in the quarter ending the 30th September last, and many even for the quarter ending the 30th June.

The measurements for the works of each quarter are required by the terms of the triennial contracts to be completed within twenty-one days after the end of each quarter, and the certificates should certainly be forwarded to the accountant general without fail, before the close of the month succeeding the end of the quarter.

The consequence of delays in settling the claim of contractors is, that numerous personal applications are made at the War Office for payment of claims, which, if the terms of the contract had been fulfilled by the Engineer Department, ought to have been settled many months before.

So frequent have these applications become, that the accountant general has been compelled to decline to receive any but written remonstrances, accompanied in every case by a letter from the commanding royal engineer, stating the date upon which the certified claim was forwarded by him.

The Secretary of State considers these delays discreditable to the service, and the embarrassment which is often caused to contractors naturally leads to an increase in the general rate of tenders for engineer services, and therefore to an inexcusable waste of the public funds, which the Secretary of State is resolved to check by every means in his power.

It is also clear that when such delays take place in measuring and computing the prices of work actually performed, it must be difficult for the commanding engineers of districts to establish that strict comparison between the estimated and actual expenditure on each authorized service, which will alone enable them to avoid the frequent and otherwise inexplicable excesses which take place in services of a perfectly simple character, in which there have been no engineering difficulties to encounter.

Whenever the delay may be fairly shown to arise from a temporary want of the necessary staff, it is the duty of a commanding engineer immediately to report it for the information of the Secretary of State.

With regard to services performed within the last quarter of the present and each succeeding financial year, the most strenuous efforts should be made to measure up work to the latest possible date, so that detailed certificates for the same may be transmitted to the accountant general on or before the 25th of March; and care should be taken that these, and all other certificates so forwarded for examination and allowance, give the full names and addresses of contractors, and show the order accepting the contract, as well as that approving the annual estimate, sanctioning the special service, or authorizing the excess, as the case may be.—C. B. HAWES.

W. O. Circ., 72. *20th March*, 1857.

orts on tractors.

THE Secretary of State for War has directed, with reference to Article 4, Section 13, of the Engineer Code, that in all cases when commanding royal engineers report their opinion as to the capability of parties tendering for contract for works and repairs under this department, and give an opinion that a candidate is incompetent, they should state the grounds upon which their opinion is formed, for the guidance of the director of contracts.

The same course is to be followed in opinions as to the ineligibility of persons tendering for the hire of lands or buildings, the property of the department.—c.

R. HAWES.

W. O. Circ., 102. HOME. *4th May*, 1857.

tifications Work der Contract.

1. COMMANDING royal engineers are informed, with reference to the third and last clauses of the Circular No. 63, of the 7th March, 1857, specifying the time within which all works executed under triennial contracts are to be measured, and the bills founded thereupon transmitted to the accountant general, that separate bills in respect of each of the seven distinct services specified in the margin* are henceforth to be rendered for each description of work at each station, whether carpenters, masons, slaters, paviers, painters, or other trades; that all the work performed at each station within the quarter, under each item of the appropriate schedule, is to be united in one charge, and introduced consecutively into the bill in the numerical order of the schedule; and that these bills, so made out, are invariably to be signed by the contractor, and certified in the following terms by the clerk of works and engineer officer at the station, and abstracted, approved, and countersigned, as at present, by the commanding royal engineer of the district:—

We hereby certify that the foregoing ———————— "masons' (carpen-"ters', slaters', or others, as the case may be) work has been satisfactorily "performed, competent artificers employed, and materials supplied of "proper quality, as stated in this bill; that the red ink prices are "approved, and are only inserted against items necessarily executed, but "not included in the printed schedule applicable to the station; and "further, that this claim does not in any way involve an excess upon the "authorized expenditure."

2. Commanding royal engineers are further requested to prepare, and transmit, as early as practicable, to the inspector general of fortifications, detailed lists of every description of workmanship or material not included in the existing printed schedules, and which have hitherto been charged at red ink prices, in order that, when the present contracts expire, the schedules which it is proposed to revise in the inspector general of fortification's offices should comprise all the items referred to, together with any new prices which it may be thought advisable to insert.—c.

W. T. D. JERVOIS.

W. O. Circ., 209. *11th Feb.*, 1858.

nnial tracts.

THE Secretary of State for War has had under his consideration the method adopted for obtaining the triennial contracts for works and repairs

*Part 1, Vote 11, . . . } Fortifications.
Parts 2 and 3, Vote 11, . } Fortifications.
Part 1, Vote 12, . . . } Barracks.
Parts 2 and 3, Vote 12, . } Barracks.
Part 1, Vote 12, . . . } Civil Buildings.
Parts 2 and 3, Vote 12, . } Civil Buildings.
Repayments for Coast Guard Works, &c.

to barracks and other military buildings at home, and has decided that, as a general rule, there shall be but one contractor for each royal engineer station in a district, for all descriptions of builder's work usually required to be executed under triennial contracts. Triennial Contracts

Whenever exceptional cases arise, rendering a different course necessary, the circumstances are to be represented to the Secretary of State for War, through the inspector general of fortifications.

Two parts of the same station divided by well-marked boundaries, such as Gosport and Portsmouth, Devonport and Plymouth, may be considered separate stations, if thought desirable.

Candidates for the contract will be allowed to tender at a different per centage above or below the schedule prices for different trades.

In apprising the inspector general of fortifications of the day fixed for the receipt of tenders, the commanding royal engineer will forward an abstract of the expenditure under the triennial contracts of the station during the three years ending the 31st March preceding the date of the report, showing the amount and per centage of the whole expenditure chargeable to each trade, so as to enable the director of contracts to judge of the relative advantage of the tenders.

This information may be communicated to any tradesman upon his application for it, on the understanding that the department is not bound to maintain the same proportion between the different trades in future.

Commanding royal engineers will use their own judgment in respect of the existing contracts.

Should they consider it advantageous to the public service, proposals for terminating the existing contracts, after the legal notice, will be entertained by the Secretary of State for War, or the present contracts may be allowed to expire.—c. B. HAWES.

W. O. Circ., 257. HOME. *25th May*, 1858.

SOME inconvenience having arisen from the adoption of the form of engineers' bills prescribed in Circular 102, and it having been determined by Circular 209 that there shall be but one triennial contractor at each station, the Secretary of State has decided that so much of the former as directs "that separate bills are to be rendered for each trade, and that all work under each item of the schedule is to be inserted in one charge," shall be cancelled. Contract Bills.

The contractor's quarterly bill for works done at each station on account of each *part* of the estimate will in future include the whole of the workmanship, materials, and workmen's time, supplied by him for all the services in that *part*, keeping each item of the estimate separate, each trade or schedule distinct, and the different items of the schedule as nearly as possible in numerical order.

The same item of the schedule is only to appear once in the measurements of each item of the estimate.

With a view to facilitate the checking of the bills, and to keep the connection unbroken between the measurement books and the bills, the abstracts from the measurements will be carefully preserved and considered office documents.

In the revised form of bill there are two money columns, in the first of which will be placed the amount of the items of each trade or schedule; and, after casting them up, and adding or deducting the per centage, the result will be carried out into the second column. The amounts in the second

ntractors' lists.

column will therefore show the total amount of each trade or schedule chargeable to any particular item of the estimate.

In respect of the sequence of the work under distinct trades or schedules, each commanding engineer may adopt that which best suits the circumstances of his district, and he will transmit to the accountant general a set of schedules stitched together in the sequence which he may select. Having adopted such a course, he must adhere to it in all the bills of his district.—C. B. Hawes.

W. O. Circ., 526. *7th Jan., 1860.*

Terms of lump-sum contracts.

In consequence of its having been found necessary, in bringing into operation the system laid down in Circular 411, to make sundry alterations therein, that circular and Circular 458 are hereby cancelled, and in all future lump-sum contracts the following instructions are to be attended to:—

Contracts for Works and Buildings.

With the view of facilitating the obtaining lump-sum contracts for works and repairs, and of simplifying the form of contract, the bond will be dispensed with, and the War Department will participate in the appointment of surveyors, in a mode similar to that adopted in private practice.

Form of Tender and Contract.

2. The form given at the close of this circular will be the customary form of tender, and, when accepted, will at once become the contract. (App. No. 1.)

3. In issuing forms of tender for any particular contract, it is essential that all necessary particulars be filled up. These particulars are—

The name and position of the works.
The date of notice.
The name of the chief officer by whom the specification and drawings are signed, date of the signature, and number of drawings.
The time for completion, paragraph 5 of schedule.
The amount of penalty for delay, in words, paragraph 6.
The terms of payment, paragraph 19.

Only one form of tender need be given to each candidate, as a copy of the tender will be furnished by the director of contracts to the successful competitor.

Fines.

4. The fine for delay should not exceed that which may readily be levied. It should vary according to the amount of the contract, and inversely as the time of execution, the fine being proportionably greater when works of like amount have to be performed in less time. It will be a safe rule if a delay equal to the time allowed would involve a forfeiture of 12 per cent. of the amount. Thus, if the time is one month, the fine should be about 8*s.* per £100 on the estimated cost of the work for every day's delay.

If 1½ months,		5*s.* 4*d.*	per cent.	If 10 months,		0*s.* 9½*d.*	per cent.
2	,,	4*s.* 0*d.*	,,	12	,,	0*s.* 8*d.*	,,
3	,,	2*s.* 8*d.*	,,	15	,,	0*s.* 6½*d.*	,,
4	,,	2*s.* 0*d.*	,,	18	,,	0*s.* 5½*d.*	,,
5	,,	1*s.* 7*d.*	,,	21	,,	0*s.* 5*d.*	,,
6	,,	1*s.* 4*d.*	,,	24	,,	0*s.* 4*d.*	,,
7	,,	1*s.* 2*d.*	,,	30	,,	0*s.* 3*d.*	,,
8	,,	1*s.* 0*d.*	,,	36	,,	0*s.* 2*d.*	,,
9	,,	0*s.* 11*d.*	,,				

By the above rule, a contractor for a work estimated at £3,400, to be executed in 9 months, would be fined about 30*s.* per day.

Time Allowed.

5. As in many cases the War Department has to pay larger prices for works, in consequence of the short period allowed for their completion, commanding engineers are requested, in fixing this period, to give as long a time as circumstances will permit. Terms of Tender, &c

6. The commanding engineer will satisfy himself that the progress made by the contractor is such as to lead him to suppose that the work will be finished within the time allowed; and if he should think it necessary, he will remind the contractor of the fine to which he will be subject, by the terms of his contract, if the work be not so completed; and that the rule of the department is, that each fine is strictly enforced, all remissions being unjust to the rejected candidates for the same contract.

Terms of Payment.

7. With reference to the terms of payment, Clause 19 of the schedule, it is considered that the larger and the more frequent the payments on account of a contract are made, the greater will be the facility with which the contractor can execute his work, and the lower will be the terms he can offer to perform it at. The reserve in the hands of the War Department need never exceed 25 per cent. of the work executed, and the following scale may be adopted in fixing the reserved sum.

For a service amounting to	£100,000	or upwards,		£5 per cent. of the amount.
,, ,,	75,000	,,		4,500
,, ,,	50,000	,,		3,500
,, ,,	25,000	,,		2,500
,, ,,	15,000	,,		2,000
,, ,,	10,000	,,		1,500
,, ,,	5,000	,,		750
,, ,,	2,500	,,		500
,, ,,	1,500	,,		250
,, ,,	1,000	or under,		20 per cent. of the amount.

Taking out Quantities.

8. A surveyor will be appointed to take out quantities on behalf of the War Department, in each engineer district or group of districts.

Works less than £5,000.

9. In works of a less estimated value than £5,000, the Government surveyor will alone prepare the bills of quantities; he will furnish to the commanding engineer two copies for his own use, one copy for each of the candidates, and a copy of the dimensions and drawings for the successful competitor. He will deposit a copy of the dimensions for reference in the office of the inspector general of fortifications.

The specification need not be printed until after the quantities have been taken out, so that any good suggestions of the surveyors, not involving much expense, may be adopted. They are to be printed or lithographed (whichever may be most economical) at the station. Ten copies will generally be sufficient, of which two are to be sent to the inspector general of fortifications, two are to be given to the contractor, and the remainder retained by the commanding engineer.

The cost of printing the specification will be charged to the sum voted for the work.

10. The department will in these cases be responsible for the accuracy of the quantities, and the surveyor will be responsible for them to the War Department, by which his charges will be defrayed.

ms of ender, &c.

11. The surveyor's charge will be at the rate of 1½ per cent. on the amount of the accepted tender, and the commanding engineer will certify a claim in favour of the surveyor, on the acceptance of a tender being communicated to him. Should no tender be accepted, only 1¼ per cent. will be allowed to the surveyor, calculated on the amount of the lowest tender sent in—or if there be none, on the amount of the estimate.

The commanding engineer will, as soon as he is himself informed, acquaint the surveyor with the acceptance of the tender and its amount, and in the other cases of the amount of the lowest tender or of the estimate.

Large Works.

12. When a work is of an estimated value of £5,000 or upwards, the same surveyor will be employed by the War Department; but he will be associated with a second, to be named by the candidates for a contract.

13. The two surveyors will jointly guarantee the correctness of the quantities, and the War Department will not in any way be responsible for their accuracy.

14. The charges to be made by both surveyors together will not exceed

30*s.*	per cent.	under	. £10,000	20*s.*	per cent.	under	. £75,000
28*s.*	,,	,,	. 20,000	19*s.*	,,	,,	. 100,000
26*s.*	,,	,,	. 30,000	18*s.*	,,	,,	. 125,000
24*s.*	,,	,,	. 40,000	17*s.*	,,	,,	. 150,000
22*s.*	,,	,,	. 50,000	15*s.*	,,	above	. 150,000

The charge will be made on the amount of the accepted tender, and one quarter per cent. less will be paid in each case if no tender be accepted, calculated on the lowest tender sent in. The charge, as well as the travelling and personal expenses of the surveyors and their clerks, will be paid by the contractor on the receipt of his first payment under the contract.

The commanding engineer will furnish the necessary information to the contractor as to acceptance of tenders, &c., as directed in paragraph 11.

15. These rates may be susceptible of certain modifications when the quantities lie in very large masses, or where there are frequent repetitions of the same dimensions, in which cases, though the responsibility remains the same, the labour is much diminished. Such reduction must, however, be assented to beforehand by the War Department surveyor.

Travelling Expenses of Surveyors.

16. The surveyors and their clerks will be allowed the actual cost of their conveyance to and from their places of business to the station where the quantities are to be taken out, and a reasonable personal allowance during their necessary detention at such station. The surveyors will each be allowed £3 3*s.* per diem for time lost in travelling, when the journey exceeds half a day.

Contractors' Surveyor bound by same Terms.

17. As the surveyor appointed by the contractors will be bound by the same terms, they must be clearly stated to the candidates, who will elect their surveyor upon those conditions, which will form part of the notice.

Payment on obtaining the Quantities.

18. When a competition is public, persons may attend a meeting for the sole purpose of voting for a surveyor, or of obtaining the quantities out of mere curiosity; one of the conditions of voting for a surveyor, or of obtaining the quantities, will therefore be a payment, which should be half a guinea for a work of £5,000 or under; one guinea if under £10,000, and half a guinea

for each additional £5,000, but it need never exceed 10 guineas. This payment will not be returned unless the work be abandoned. It will be received by the commanding engineer, who will retain it in his hands until he is informed of the decision on the tenders received. Terms of Tender, &c.

If a tender be accepted, he will pay the amount into the hands of the local accountant, forwarding his receipt to the accountant general in London; and if all the tenders be rejected, he will repay the sums received to the respective candidates.

19. When the competition is public, the quantities may be issued to any applicant on payment of the above, even if prevented attending the meeting to choose a surveyor.

20. No work shall be undertaken by limited competition, except by the express authority of the Secretary of State for War. When a commanding engineer considers it desirable that such limited competition should be resorted to, he will represent the circumstances to the inspector general of fortifications, submitting a list of the firms which he proposes to invite to tender, in order that, if the Secretary of State approves of this course being taken, he may add any other names he may think proper. A copy of the letter to the firms concerned must be transmitted to the inspector general of fortifications for the director of contracts. No payment will be required for the bills of quantities in a limited competition.

Advertisement.

21. The advertisements for a public competition will state the place, day, and hour of meeting for the choice of a surveyor, and the payment to be made by each candidate. When the quantities are furnished by the Government surveyor alone, it will be merely necessary to refer candidates to the Royal Engineer office for information. The forms of advertisement given in Appendices 4 and 5 will generally be sufficient. The expense of advertising is to be charged to the vote for the work.

Notice to Candidates.

22. All the foregoing preliminary conditions should be clearly stated in a "Notice to Candidates," W. O. Forms 1520 and 1520A. They will have to be carefully filled up, modified, and printed to meet particular cases. It may be convenient, in limited competitions, for the competitors to appoint a surveyor by letter, and when this is to be permitted, it should be so stated in the notice. The notices must be signed and dated by the commanding engineer, and the name and date entered as before directed in the tender.

Fixing Date for Delivering Tenders.

23. In determining the day for the receipt of tenders, it is desirable that sufficient time should be given to permit of candidates who may reside at a distance visiting the ground, and obtaining such information as they may require, to enable them to frame their estimates. The commanding engineer will, four days before the day fixed, notify it to the director of contracts, quoting in his letter (W. O. Form 1520B.) the authority under which the work is to be performed, the amount of the estimate, and forwarding at the same time three copies of the form of tender. As it has been found that when estimates are merely approximate they are not a sufficient security against accepting tenders of amounts disproportionate to the real value of the works, commanding engineers will, in all cases in which they have been proceeding upon an approximate estimate, price out the quantities as soon as they are received from the surveyor, at the triennial contract rates, and inform the director of contracts of the result.

List of Competency.

Terms of Tender, &c.

24. The list of competency will at the same time be sent to the director of contracts, and in all cases where a commanding engineer reports a candidate for a contract as incompetent, the grounds upon which he forms that opinion are to be stated.

25. The practice which sometimes prevails of giving, "not known at the station," in place of an opinion of competency, is forbidden. It is always allowable for a commanding engineer, in issuing a form of tender, to request at the same time that a contractor should furnish testimonials of his ability to execute works of the required amount from former employers, and the commanding engineer may state whether he has called for such information in vain, whether the results are unsatisfactory, or he may forward the papers, if he be in any doubt.

26. The director of contracts will notify the acceptance or rejection of contracts direct to the commanding engineer.

Commencement of Works.

27. The commanding engineer cannot be too careful, before he gives to the contractor an order for the commencement of any work, to see that nothing remains to be done on the part of the department to enable the contractor to commence; for if the department be the cause of any delay in the first instance, it may be difficult to enforce fines for delay in non-completion of the works.

Caution against Alteration of Terms.

28. It is also desirable to bear in mind that though most of the special conditions of a contract are often fixed by a commanding engineer, the contract, once accepted, is between the Secretary of State and the contractor; the commanding engineer has merely to see to its faithful execution on both sides; he is, therefore, not at liberty to grant an extension of time, remit a fine for delay, or in any other way alter the conditions of the contract without the consent of both parties to it, one of whom, as has been pointed out, is the Secretary of State.

Surveyors.

29. Commanding engineers will always have the assistance and advice of the Government surveyor, with whom they communicate direct. It is not, however, compulsory on commanding engineers to employ them in cases where the quantities to be taken out are too few to render such assistance necessary. The surveyors authorized to be employed on behalf of the War Department, until further orders, are the following:—

District.	Surveyor's Name.	Address.
Portsmouth, Aldershot,	Messrs. Hunt & Stephenson,	4 Parliament Street, London, S.W.
Netley, Woolwich, Manufacturing Departments, Chatham, Sheerness,	Messrs. Wright & Gould,	27 King Street, Cheapside, London, E.C.
London, Dover, Brighton, Western,	Mr. W. F. Meakin,.....	4 Martin's Lane, London, E.C.

District.	Surveyor's Name.	Address.
Plymouth, Exeter, Pembroke, Channel Islands, Portland,	Messrs. Gardiner & Bell,	8 Montague Street, Russell Square, London, W.C.
Manchester, York, Newcastle, Birmingham,	Mr. Thomas Taylor,.....	102 Cross Street, Manchester.
Scotland,	Mr. William Fairbairn,..	17 George Street, Edinburgh.
Ireland,	Mr. E. P. Gribbon,.....	57 Lower Gardiner Street, Dublin.

Terms of Tender, d

Foreign Stations.—General Principles.

30. The principles above stated will be followed at foreign stations, so far as they may be found suited to local circumstances.

Particular Applications.

31. In every instance of a contract for works, buildings, or building materials, whether formed upon the old or new model, or upon any modification of either which may be determined upon, the commanding engineer will, in accordance with paragraph 4 of the "Outline of Plan" accompanying Circular 158, obtain the approval of the comptroller of army expenditure to the terms and conditions, before the tenders are advertised for by the latter officer, who will transmit a copy of them, with his report of the transaction, to the Secretary of State for War.

R. Hawes.

Appendix, No. I. W. O. Form, 1521.

WAR DEPARTMENT CONTRACTS.—WORKS AND REPAIRS.

Tender for Execution of ——, at ——, in the County of ——, delivered under the Terms contained in the Notice dated the —— day of ——, 18—.

To Her Majesty's Principal Secretary of State for the War Department.

Sir,—*——the undersigned, do hereby agree if, within one calendar month from the date hereof, you return by the general post a copy of this tender, accepted and directed to ——† at the address underwritten, to provide, upon the terms and conditions mentioned and set forth in the schedule hereunto annexed, all the labour, materials, workmanship, machinery, and everything which may or shall be required in the execution, and for the full and entire completion of the works and services detailed in the specification and —— drawings marked——, signed by——, and dated ——, for the sum of——;‡ and, further, I agree to do and execute (under the same terms and conditions) all authorized additions to or deductions from the work mentioned in the said specifications and drawings at such price or prices as shall be awarded by the commanding royal engineer of the district, and who, in making his award, shall adopt the schedule of prices that may be in force in his district at the date hereof,§——*per cent. of*

* Here insert "I" or "We."
† Here insert "me" or "us."
‡ To be stated in words at length.
§ Here insert the words "adding thereto" or "deducting therefrom," or erase the *words* in italics if the party is desirous to abide by the prices specified.

Terms of Tender, &c.

the total amount thereof (and to pay the charges and travelling expenses of the two surveyors appointed).*

Dated this —— day of ——.

Witness, ——.	Name, ——.
Name, ——.	Trade or Profession, ——.
Address, ——.	Address, ——.

Acceptance.

I hereby, on behalf of Her Majesty's Principal Secretary of State for War, accept the above-mentioned tender, and agree to pay the sum becoming due thereon, according to the terms of contract.

Dated ——. ——, Director of Contracts.

Schedule.—Terms of Contract.

1. This contract is to include all labour, materials, and transport which may be required for and in the construction of the works shown in the specification and drawings, and the use of all scaffolding, tackle, centering, machinery, tools, and other appliances for the workmen, together with the carriage thereof to the spot where they are required to be used, and their subsequent removal; also, all necessary tarpaulins, or other proper coverings for the buildings whilst in progress.

2. The work is to be executed with materials of the best quality, in the most substantial and workmanlike manner, under the inspection and to the entire satisfaction of the commanding royal engineer, who shall appoint from time to time an officer of engineers, clerk of works, or foreman of works, as superintending officer, to visit, inspect, and superintend the work.

3. The drawings are to be equally binding with the specification, and the contractor shall conform minutely to the specification and drawings, and to any working drawings on an enlarged scale which the superintending officer may think it necessary to provide, during the progress of the work, for explanation or illustration thereof to the contractor. Should any work or articles have been omitted to be defined in the specification which would be obviously intended by the drawings, and necessary to complete the works, the same is to be performed according to the direction of the superintending officer, without any additional payment. Should any difference exist between the drawings and specification, or should there be any discrepancy in the figures, scales, or other respects, the decision of the commanding royal engineer shall be conclusive.

4. The Principal Secretary of State reserves to himself the right of deviating from the drawings and specification, either by adding to or diminishing therefrom, without vitiating the contract, the value of such additions or alterations to be ascertained by measurement, and added to or deducted from the amount of the contract at the prices mentioned in the tender; but no such deviation will be admitted by the said Principal Secretary of State unless supported by the written order of the commanding royal engineer. Should the amount of additional work be such as fairly to entitle the contractor to an extension of time, the circumstances will be taken into consideration by the Secretary of State for War, whose decision upon the case shall be final. For all works required to be executed by day work, the contractor shall deliver, on the morning of Tuesday in each week, two full detailed accounts of labour and materials. One of these accounts, if found correct, will be certified by the superintending officer, and must be produced at the adjustment of the account, or the claim will be disallowed.

*Omit where the estimate is under £5,000.

5. The whole of the works are to be completed within —— from the date of the order to commence them, and the contractor shall commence the works within seven days after the said order is given, or of possession of the site being given him, as may last happen, and shall proceed therein with such expedition as shall be satisfactory to the commanding royal engineer, and as may be considered by him fair and reasonable, in order that the work may proceed in regular progression, and as the seasons of the year will admit, so that the whole may be finished within the time fixed. Terms of Tender.

6. Time shall be considered as the essence of this contract; and should the contractor fail to commence and to proceed with due diligence at the time and in manner hereinbefore agreed, the said Principal Secretary may, if he think fit, direct the contractor to suspend all further proceedings, and make a contract or contracts with any other contractor or contractors, and charge all excess of price to the contractor. In the event of the contractor not completing the work within the time specified, and his still being permitted to complete his contract, he will, under any circumstances, be charged with a sum of —— for each day between the day fixed for completion and the date of actual completion. Such excess of price, or fines, to be debited in account against the contractor, or recovered by way of liquidated damages under this contract.

7. No foundation shall be laid until the excavation has been examined by the superintending officer, who will give directions to the contractor to proceed.

8. The contractor shall give due notice to the superintending officer whenever any work or materials are intended to be covered in with earth or otherwise, in order that their correct dimensions may be ascertained before being covered, and in default of such notice being received, the work or materials shall be uncovered at the contractor's expense.

9. The contractor is to suspend the execution of the works whenever called upon by the superintending officer to do so, on account of inclement weather or other causes, and the Secretary of State for War shall be the sole judge of what extension of time shall be allowed on account of such suspension.

10. The superintending officer may at any time forbid any arrangements for underletting any portion of the work under this contract; and neither the contractor nor sub-contractor will receive any payment under this contract for work so done after such order.

11. The commanding royal engineer or superintending officer may at all times inspect the works in progress, whether on the premises of the said Secretary of State for War or those of the contractor, and test the strength of any materials by mechanical, chemical, or any other means, as he shall think necessary; and should he at any time consider any portion of them objectionable, or if it shall appear to such officer, at any time during the construction, or prior to the final payment on account of the works, that any part thereof has been executed with unsound or imperfect materials (notwithstanding any previous test thereof), or unskilful or imperfect workmanship, the contractor shall cause the objectionable materials to be instantly removed off the premises, and to be replaced by good and suitable materials, and shall rectify or reconstruct the works in whole or in part, as the case may be, at his own proper cost and charge; and in the event of his refusing to do so within a period to be specified in writing by the superintending officer, then such officer is to be at liberty forthwith to employ other tradesmen to perform the work, and to cause materials to be purchased, and any excess of expense thereby incurred is to be defrayed by the contractor, and to be deducted summarily from any sums due, or to become due, to him from

Terms of Tender, &c.

the said Principal Secretary of State, and the contract may be declared broken.

12. The contractor, or an agent empowered to act for him, must be constantly on the works to receive the orders and directions of the superintending officer, and he shall furnish such officer, by nine o'clock every morning, with a distribution return of the number and description of artificers and labourers employed on the works.

13. If the contractor or his workmen, while engaged in the execution of the contract, shall break, deface, injure, or destroy any part of the works belonging to the said Secretary of State for War, or to private buildings, roads, or grounds contiguous to the premises of the said Secretary of State for War, on which he or they are employed, the contractor shall cause the same to be made good, in a perfect and workmanlike manner, at his own expense; and in default thereof, the superintending officer shall cause it to be done by some other tradesman, the amount thereof being deducted summarily from any moneys due, or to become due, to him from the said Principal Secretary of State, or recovered by action or actions against the contractor.

14. The contractor shall, at his own expense, remove off the premises of the said Principal Secretary any rubbish that may have arisen from the execution of the works, and shall, at the like expense, clear off nails, remove into store and stack away all old materials remaining after the execution of the contract, which old materials are hereby declared to be the property of the said Principal Secretary.

15. The works, until delivered up to the commanding royal engineer, shall stand at the risk of the contractor, who shall be responsible for, and must make good, all damage by fire, weather, or tempest, and for delivering of the buildings and works to the commanding royal engineer, complete in every particular, at the termination of this contract.

16. The contractor to provide all rods marked with the different heights and widths of the several parts of the works, and to be exclusively and in every respect answerable for the perfect correctness of every part thereof. He will also provide, without extra charge, assistance, with everything necessary for weighing, measuring, proving, or testing the strength of the materials, as may be directed from time to time by the superintending officer.

17. No member of the House of Commons shall be admitted to any share or part of this contract, or to any benefit to arise therefrom.

18. If any contractor shall, directly or indirectly, by himself or any acting on his behalf, give, lend, or promise any money, fee, perquisite, or reward (pecuniary or otherwise), to any person acting in any office or employment under the said Principal Secretary, on account of anything done or omitted to be done by him in, or in any way relating to, his office or employment, then the said contractor shall forfeit and pay for every such offence the sum of £100, and this contract shall thereupon become forfeited; and the said Principal Secretary shall be at liberty to sue at law for the recovery of the said sum of £100, and for damages for breach of contract.

19. The Secretary of State for War will cause payment to be made to the contractor in the following manner, namely:—A payment to the extent of 75 per cent. of the work executed, to be made at intervals of not less than one month, until a reserve accumulates in the hands of the War Department amounting to —— pounds, after which the work executed to be paid for in full. The reserve to be retained until —— months after the final completion of the works, and when paid to the contractor, shall be received in entire satisfaction and discharge of all claims arising under this contract.

20. Payment will be made to the contractor only by bills of exchange, to be drawn upon Her Majesty's paymaster general at seven days' sight; which bills, however, must not be drawn until advice shall have been despatched from the office of the accountant general of the War Department authorizing the same, and which authority will be despatched within sixteen days from the receipt at that office of the certificate from the station at which the articles were delivered or the work performed, showing the receipt of such articles and the due performance of such work, according to the terms and conditions of the contract, or within sixteen days after the removal of objections, if any, which may arise thereon. Terms of Tender, &c

21. In the event of any difference or controversy arising out of this contract between the contracting parties thereto, the same shall not be allowed in any way whatever to interfere with or delay the execution of the works as the same may be directed to be executed by the commanding royal engineer; but such difference and controversy, and the payment of any money claimed by the contractor for such work so directed to be done as aforesaid, shall be decided by two arbitrators, one appointed by the Secretary of State for War, and one by the contractor, the two being empowered to appoint an umpire, if necessary, whose decision shall be final.

22. The above clause not to extend to any difference of opinion as to the quality of work, upon which the judgment of the commanding royal engineer must be considered final.

—— (Signature of Contractor).

—— (Witness's name and address).

APPENDIX, No. II. W. O. Form, 1520.

WAR DEPARTMENT CONTRACTS.—WORKS AND REPAIRS.

(*Applicable to Works of an estimated value of £5,000 or upwards.*)*

NOTICE TO CANDIDATES for the Contract for the Execution of ——, at ——, in the County of ——.

1. The Secretary of State for War reserves the power of rejecting all or any of the tenders.

2. The candidates are to meet personally, or by their representatives† (*day, hour, and place specified*), to appoint a surveyor to act on their behalf. Any candidate not attending the meeting will be bound by the appointment made at the meeting.

3. Candidates will be required to pay —— guineas before voting for a surveyor, which will not be returned unless the work be abandoned.‡

4. The quantities are to be calculated by two surveyors, one to be appointed by the Secretary of State for War, the other by the majority of persons attending, as before mentioned.

5. The Secretary of State for War will not be in any way responsible for the accuracy or otherwise of the bills of quantities, which are to be, *as a whole*, guaranteed by the two surveyors in equal moieties.

6. The surveyors are to furnish to the commanding royal engineer two copies of the bills of quantities, besides one copy for each of the candidates, a copy of the drawings and dimensions for the successful competitor, and to the Secretary of State a copy of the dimensions.

7. The charges of both surveyors and their clerks will be paid by the contractor, but will not exceed —— per cent. on the amount of the accepted tender. These charges shall include all expenses of lithography, and shall

* The words in parenthesis are not to be reprinted for issue to contractors.

† In cases of limited competition, appointment by letter may be allowed, but it must be so stated in this paragraph.

‡ No. 3 to be omitted in cases of limited competition.

rms of nder, &c.

be due in equal moieties. Travelling expenses and reasonable personal allowance will be allowed to both surveyors.*

8. The Secretary of State for War will guarantee the payment of the surveyors. In the event of the work being abandoned, the Secretary of State for War will pay the surveyors. The charges in this case to be calculated on the lowest tender sent in, at one quarter per cent. less than the rate mentioned in Clause 7.

9. The tender must be duly signed by the party tendering. Forms will be supplied by the commanding engineer. The parties applying, before taking the forms, are to examine them, and see that the name of the work, date of delivery, and penalty for delay are inserted therein by words at length, either in manuscript or in print.

10. The tenders must be addressed, under cover, to the Director of Contracts, War Office, London, S.W., on or before the —— day of —, 185—, marked in the corner of the envelope, "Tender for ——."

11. If these directions be not strictly observed, the tender will not be considered.

Dated this —— day of ——, 185—.

(Signed) ——, Commanding Royal Engineer.

APPENDIX, No. III. W. O. Form, 1520, A.

WAR DEPARTMENT CONTRACTS.—WORKS AND REPAIRS.

(*Applicable to Works of a less estimated value than £5,000.*)†

NOTICE TO CANDIDATES for the Contract for the Execution of ——, at ——, in the County of ——.

1. The Secretary of State for War reserves the power of rejecting all or any of the tenders.

2. The quantities will be furnished by a surveyor, employed and paid by the Secretary of State for War.

3. The Secretary of State for War will be responsible for the accuracy of the bills of quantities.

4. Candidates will be required to pay half a guinea towards the cost of lithographing the bills of quantities, and this amount will not be returned unless the work be abandoned.‡

5. The surveyor will furnish to the commanding engineer, for the successful competitor, a copy of the drawings and of the dimensions.

7. The tenders must be duly signed by the party tendering. Forms may be obtained on application to the commanding engineer. The parties applying, before taking the forms, are to examine them, and see that the name of the work, date of delivery, and penalty for delay are inserted therein by words at length.

8. The tenders must be addressed, under cover, to the Director of Contracts, War Office, London, S.W., on or before the —— day of ——, 185 , marked in the corner of the envelope "Tender for ——."

9. If these directions be not strictly observed, the tender will not be considered.

Dated —— day of ——, 185—.

(Signed) ——, Commanding Royal Engineer.

* "and three guineas a day to each surveyor for time lost in travelling," where the exceeds half a day.

† Words in parentheses not to be reprinted for issue to contractors.

‡ To be omitted in limited competition.

APPENDIX, No. IV.

(*Form when over* £5,000.)

WAR DEPARTMENT CONTRACT.

NOTICE TO BUILDERS. Tenders are required for ——.

Parties desiring to tender for these works are required to attend at this office on —— day of ——, at —— o'clock, to appoint a surveyor to take out the quantities in conjunction with the Government surveyor; each party will be required to pay the sum of —— for the quantities. Terms of Tender, &c.

The Secretary of State does not bind himself to accept the lowest or any tender.

Royal Engineer Office, ——. Date, ——.

APPENDIX, No. V.

(*Form when under* £5,000.)

WAR DEPARTMENT CONTRACT.

NOTICE TO BUILDERS. Tenders are required for ——.

Parties desiring to tender for the erection of these works must leave their names at this office on or before —— day of ——, and pay the sum of —— for the bills of quantities, which will be forwarded to each party as soon as prepared by the Government surveyor.

The Secretary of State does not bind himself to accept the lowest or any tender.—c.

Royal Engineer Office, ——. Date ——.

W. O. Circ., 571. *20th March*, 1860.

MR. SECRETARY HERBERT approves of the following charges, which have been substituted for those specified in paragraph 14 of Circular No. 526, and which are hereby cancelled:— Terms of Tender, &c.

30	shillings	per cent.	under	£10,000
28	,,	,,	,,	20,000
26	,,	,,	,,	30,000
24	,,	,,	,,	40,000
22	,,	,,	,,	50,000
20	,,	,,	above	50,000

The words "shall include all expenses of lithography, and" in paragraph 7 of Appendix No. II. are also cancelled.

The expenses of lithography will now be borne by the War Department.—c.

B. HAWES.

W. O. Circ., 579. *2d April*, 1860.

MR. SECRETARY HERBERT desires that the attention of commanding engineers at all stations, and of comptrollers of army expenditure abroad, be called to the necessity of consulting the customs of the country in fixing the terms upon which supplies for engineer purposes are to be made and engineer works are to be executed. Contracts for Supplies

2. When once the terms are agreed to by a contractor, they should be enforced with as much strictness as the interests of the public service and fairness to rejected candidates require, and with a view to the public receiving the full return for the price paid (care being taken that no unnecessary

[illegible] that the easier the original terms the [illegible] will have to pay.

[illegible] instances in which [illegible] which have [illegible] of public works [illegible] advance.

[illegible] for a description of brick which, however good [illegible] of all superior to that which is made in the neighbourhood [illegible] work.

[illegible] stone, or timber may be insisted upon when [illegible]

[illegible] of materials may be so short that it is not [illegible] the source of supply, and [illegible] to calculate upon having to purchase the [illegible] market.

[illegible] of a work may be so short that the [illegible] for unusual expenses of all kinds, not only in the [illegible]

[illegible] may be insisted upon to which the [illegible] are not accustomed, and which few will undertake, [illegible] prices only.

[illegible] when it is absolutely necessary, and [illegible] be made as frequent, and the reserves as small as [illegible]

[illegible] those who are known [illegible] competent.

11. [illegible] of the modifications made by Circulars 411 and [illegible] for large works at home stations, Mr. Secretary [illegible] to believe that the public have obtained better terms, [illegible] the trusts that officers commanding the troops at foreign stations will [illegible] operate with the comptrollers of army expenditure, and with commanding royal engineers, in adopting these principles.

12. It is most desirable that the commanding royal engineer and comptroller of army expenditure should from time to time consult those persons who generally tender for engineer works or supplies, including unsuccessful candidates, as to the nature of the terms which are most advantageous to them, and that every facility, compatible with the interests of the service, should be afforded to the contractor in carrying out the work.

13. Whenever it is found by actual experience at foreign stations that work may be carried on by the hire of workmen and the purchase of materials at a cheaper rate than by contract, the former system may be adopted, either in place of periodical or special contracts.—C.

B. Hawes.

WORKS AND LANDS.

5.—MISCELLANEOUS.

W. O. Circ., 93. 21*st April*, 1857.

WITH reference to the quarterly return of progress and expenditure called for by minute of 13th of July, 1855, S—7022, commanding royal engineers are requested to insert a column between that showing "General State of Progress" and "Total Proportion of Work done," to be headed, "Proportion of Work actually executed during the Quarter." Quarterly Return of Work.

Both this column and the next, showing the total proportion of work done, are to be filled in with decimal fractions, and in making up the figures, commanding royal engineers are requested to have due regard to the previous reports—for instance, the total proportion of work done up to the end of March quarter, added to the proportion done in June quarter, should correspond with the total proportion of work done up to the end of the June quarter.—R.

By Order. H. C. OWEN.

W. O. Circ., 215. HOME. 18*th Feb.*, 1858.

INCONVENIENCE having been experienced in closing engineer accounts relating to incidental expenditure for the March quarter of each year in time to be billed during the financial year, the Secretary of State for War has decided that in future all expenditure on incidental services executed during March quarter shall be charged to the estimates for the ensuing year: Accounts of Incidental Expenditure

The same is notified for the information and guidance of commanding royal engineers, who will therefore consider that the last paragraph of the Order of the 7th March, 1857, No. 63, ceases to apply to incidental expenditure.

This arrangement will apply to the estimates for fortifications, barracks, and civil buildings, and commanding royal engineers are at liberty to adopt it in the present quarter.—R.

R. HAWES.

W. O. Circ., 303. 18*th Aug.*, 1858.

THE attention of commanding royal engineers is called to the practice of ordering extras upon works in progress. Extras in Contract or other Work

Whether a work is being executed under a contract or not, the commanding royal engineer is bound by the approved plan, specification, and estimate, and is not to depart from or add to them without absolute necessity.

As, however, material improvements may suggest themselves to an officer in the execution of a work, by which its cost may be diminished by the substitution of cheaper material or workmanship, or by the reduction of the dimensions of certain parts; and as, on the other hand, an evident increase of strength, convenience, or efficiency may be at times attained for a comparatively moderate increase of expense; it is not wished to discourage officers from proposing such alterations, when they consider it desirable to do so, and

ras in tract or r Work.

even adopting the alterations on their own responsibility, when they do not involve an alteration of design or an increase of expense, or when the cost of the alteration is compensated by a corresponding reduction in some other part of the same work. They must not take any steps involving an actual addition to the cost of the work without due authority; and, as a rule, such authority should be obtained by a reference to the inspector general of fortifications, *before* the alterations are actually effected.

In urgent cases, however, the commanding royal engineer may alter alterations of the character referred to on his own responsibility, but in such cases he is immediately to report having done so, and request a covering authority.

It must be understood, in carrying on works by contract for a lump sum, that the amount voted by Parliament for a particular service is not to be considered as an authority to the executive officer to expend that amount, such vote being merely a vote of credit given by Parliament to the Secretary of State for War; and even in works performed on a schedule of prices, or by day work, the 10 per cent. allowed for contingencies should generally be saved, for it is only from the balances produced by the excess of estimates over the actual cost of execution that it is possible to provide funds for the numerous unforeseen services which arise in the course of the year.

By direction of the Secretary of State the extent to which the accountant general will hereafter pass claims on account of a contract will not exceed the amount of the accepted tender unless authority for further expenditure is given by the Secretary of State as above provided.—c.

By Order. H. C. Owen.

W. O. Circ., 309. Home. *7th Sept.*, 1853.

ution Works out rence.

It having come to the notice of the Secretary of State for War that, in the performance of small urgent services connected with works and buildings, inconvenience occasionally arises from the delay consequent upon the necessity for obtaining the prior sanction of the Secretary of State to the expenditure requisite, Secretary Major General Peel has determined to vest in the hands of general officers commanding districts at home the power of directing the immediate performance, by the commanding royal engineers in their districts, of such small works as they may consider to be urgently necessary, and for the want of the immediate performance of which the interests of the service would manifestly suffer.

On a general officer proposing thus to execute any work on his own authority, he will call upon the commanding royal engineer for a report and estimate thereon in duplicate; and, on his being furnished with these documents, he will attach his signature of approval and order for execution thereto.

One copy he will then transmit by an early opportunity to the quartermaster general, accompanied by a letter explanatory of the circumstances which induced him to order, on his own responsibility, the execution of the work, for the information of His Royal Highness the Commander in Chief, by whom it will be transmitted, with his own recommendation, for the covering sanction of the Secretary of State for War. The second copy he will return to the commanding royal engineer, to be by him retained as a voucher for the expenditure.

In now entrusting to general officers commanding these new powers, Secretary Major General Peel would desire it to be clearly understood that they should be exercised with much caution, and that they should be acted

upon only when the urgency of the service is such as will clearly not admit of the delay of a previous reference to the authorities in London.—W.

Execution of Works without Reference.

JOHN ROBT. GODLEY.

To General Officer Commanding —— District.

W. O. Circ., 310. HOME. *7th Sept.*, 1858.

THE enclosed copy of a circular addressed from this office to general officers commanding districts at home, empowering them to order, through the commanding royal engineers of their respective districts, the immediate execution of such small work as they may consider to be urgently necessary, is herewith transmitted for the information and guidance of the commanding royal engineer.

Execution of Works without Reference.

On the completion of any work that may have thus been ordered by a general officer commanding, the commanding royal engineer will immediately report to the inspector general of fortifications the circumstances of the case, together with the amount of the estimate furnished by him to the general officer commanding, and with the amount actually expended in the execution of the work.—W.

EDWARD BELFIELD.

The Commanding Royal Engineer, —— District.

W. O. Circ., 338. *30th Oct.*, 1858.

THE inspector general of fortifications desires that the execution of repairs by day work shall be discontinued, except where military labour is available, and in those rare instances where the extent of the repair cannot at first be ascertained, as when the interior of a pump or fire engine has to be repaired, or a drain to be opened, *at stations where there is no resident member of the Royal Engineer Department.*

Day Work, Military Labour, &c.

Day work must also be resorted to when a contractor refuses to accept a fair agreed price for work not coming under the schedule.

In every other case the experience of many districts has proved that day work may be entirely dispensed with.

Most of the schedules are now much more full than formerly, and there are few services which cannot be measured by them, either directly or by analogy.

Where analogy is resorted to, the actual kind and quantity of work must be stated in the bill (=) equal to a less or greater quantity of work on an analogous item of the schedule.

When an agreed price is necessary, the analysis by which it is arrived at should be always stated in the margin of the detail and initialed by the inspecting engineer officer.

When it is not possible to make this analysis at the time of inspection, the price of that portion of the work which may not come under the schedule may be agreed upon after the extent of the mischief is ascertained. This of course is often impossible where there is no resident member of the department, and to such cases the exception in the first paragraph will apply, and day work must be resorted to.

The inspector general of fortifications also wishes that, in all practicable cases, military labour should be paid for by measurement at half the contract rates of the station, as specified in Art. 12, Sect. XVIII. of the Royal Engineer Code.—D.

By Order. H. C. OWEN.

[redacted]

W. O. Circ., 403. 21*st March*, 1859.

ecution Works thout ference.

REFERRING to Circular No. 309, dated 7th September, 1858, by which general officers commanding districts are empowered to direct the immediate performance of such small works as they may consider to be urgently necessary, and for the want of the immediate performance of which the service would manifestly suffer:

Secretary Major General Peel has observed that this circular appears in many instances to have been misunderstood, and that general officers have ordered the immediate execution of various services, which, though they may be desirable in themselves, are by no means of a nature sufficiently urgent to warrant their having been ordered without reference to himself.

He desires to make the following observations on this subject:—

The funds voted in the annual estimates being limited, the Secretary of State is compelled to maintain a constant watch over the expenditure, and to keep himself acquainted with the sums which can be made available from savings on authorized items, so as to provide for the execution of services not included in the estimates, without exceeding the amounts authorized by Parliament.

What makes this close supervision the more necessary is, that the number of unforeseen services required in the course of the year, which cannot without inconvenience be postponed until the estimates of the ensuing year, is very considerable, so much so that not unfrequently the Secretary of State finds himself reluctantly compelled, from want of funds, to withhold his sanction for their immediate execution.

Under these circumstances it will be evident that the powers granted by Circular No. 309 should only be exercised in those very rare and exceptional instances which will not admit of the short delay of a reference to this office. General Peel trusts that the foregoing observations will lead to a more clear understanding of the intention of the above circular, and will be sufficient to induce general officers to exercise with greater caution than heretofore the powers entrusted to them by it.—W.

B. HAWES.

W. O. Circ., 565. 10*th March*, 1860.

ming ineer imates.

MR. SECRETARY HERBERT desires that the attention of officers commanding the troops and commanding engineers at foreign stations should be called to the present system of framing the engineer estimates.

At present the commanding engineer calls upon the different heads of departments to state their requirements, and compiles the estimates from these requisitions and from his own views of what is necessary for the works and buildings under his own immediate supervision, and at the last stage submits them to the officer commanding for his remarks.

The estimate for works at foreign stations generally exceeds the amount that can be allotted to them, and the works or buildings are often beyond the power of the Royal Engineer Department to execute within the year, even if the money required were granted. The consequence is that the requisitions have to be reduced, and much of the labour bestowed upon its plans and estimates thrown away.

It is therefore requested that the estimates submitted shall never, in the aggregate of the three votes into which they are divided, materially exceed the sum which, on the average of the previous three years, may have been allotted to the station; and if that sum appears from experience to be too small to meet the pressing exigencies of the service, the officer commanding will bring the subject forward separately some time previous to the prepara-

tion of the estimates, giving full explanation of the inconvenience complained of, so that some additional provision may be made in the estimates for the purpose. Framing Engineer Estimates.

With this view the commanding royal engineer, as soon as he has collected the various requisitions and is able to form an approximate estimate of the cost of the proposed measures, will form a list of the whole, which he will submit personally to the officer commanding, and under his directions reduce it to the amount which, in his opinion, is absolutely necessary for the public service, and can be carried out within the financial year.

This reduction can be effected by erasing the unnecessary or least necessary services, by devising the most economical mode of meeting the requirements of the service, and by economy of construction, which may often allow of a large increase to the convenience and comfort of the troops without an increase in the aggregate cost.

The Secretary of State will still, of course, exercise his discretion as to disallowing or postponing any of the services brought forward, and no postponed service should be brought forward again without its being shown in the report that inconvenience has resulted from the postponement.—E.

B. HAWES.

W. O. Circ., 574. *27th March*, 1860.

'MR. SECRETARY HERBERT desires that the particular attention of all engineer officers should be called to the necessity of exercising the strictest economy of the public funds in the design of works and buildings for military purposes. Economy in Designing Works.

Cases have recently been brought before him where the provisions of the estimates submitted to the War Office have been so excessive that they must have been prepared by inexperienced subordinates, and forwarded by commanding engineers without consideration or study.

All such designs are, it is true, submitted to an examination in the War Office, and a reduction is thereby often effected; but the effects of such revision are often arbitrary and unsatisfactory, unlike savings effected by officers who, after thoroughly mastering the requirements they have to fulfil, meet them in the most skilful and economical manner.

There is reason to fear that there are engineer officers who consider the duty of designing beneath their notice, and who are too ready to place in the hands of subordinates duties which engineer officers in most other services in Europe perform unassisted, and which really are among the highest functions of the architect or engineer, be he military or civil.

It being considered that military works ought to be designed by military men, in order that military requirements may be fully attained, it is most illogical to place this duty in the hands of the civil branch of the department, when there are military officers available.

Mr. Herbert does not allude to the works of fortification which, on account of their magnitude, it has been necessary to make special arrangements to carry out, but to the fulfilment of the numerous current services for barrack, store, and general purposes, amounting in the aggregate to a very large annual sum, which are executed from the designs made at the headquarters of each engineer district.

Mr. Herbert wishes that the designs for *new* works should, whenever it is at all practicable, be prepared by an engineer officer, whose name shall be attached to the design. When it is necessary to employ a civil member of the department, he also should sign the plan, and have the full share of responsibility which attaches to the designer.

conomy in esigning orks.

The person employed should consider carefully what is the object to be attained, and the means of attaining it; he should compute the number of persons or quantity of traffic or stores for which he has to provide accommodation, and subordinate not only the dimensions of the different parts, but the degree of solidity, permanence, and finish given to them, to the object in view. He should carefully consider the origin of the proposal, and whether he cannot avoid a new construction by the repair, restoration, or appropriation of some existing building. The Secretary of State will always be glad to consider such proposals if made with care and deliberation.

A few instances may be quoted wherein, from *no* want of professional skill, but rather from want of preliminary thought and consideration, considerable unnecessary expense has been incurred or proposed.

In a recent instance a bridge was recommended across the moat of an obsolete fort, when a causeway of earth would have answered every purpose.

A drawbridge of a size and strength equal to the traffic of the entrance of a fortress has been constructed to an insignificant coast battery.

The bridge may have been faultless as a bridge, but the first thing to determine was whether it was indispensable or whether it could not be replaced by some cheaper but equally useful expedient.

A jetty was required to ship ammunition from a magazine, the conditions being that 3,220 barrels and cases should be put on board in six hours. Railways were in use at the magazine in question, and the trucks running upon them carried each twenty cases. There were therefore 161 truck loads to be conveyed to the head of the jetty and to return empty in six hours, or one truck load every two minutes. To accomplish this it was proposed to construct a jetty to carry six double lines of rails, which would have given an average traffic of one truck every twelve minutes on each line. One double line of rail was found ample, and the work has been executed for one-seventh part of the original estimate.

But when the proper plan and dimensions are arrived at, care and judgment are required in selecting the most suitable material and applying it in the mode best calculated to attain solidity at as little cost as possible.

It is often bad economy to build in too temporary a manner, but the converse is also often true. It may be cheaper to build every ten years in wood than to sink a large sum in stone. The best materials should be provided where they are required, but it is quite proper to use inferior materials when they will answer the purpose as well.

Mr. Herbert does not wish absolutely to proscribe ornament, but it should be used sparingly and with judgment, and never cause any sensible increase to the cost of the buildings. Heavy cut stone dressings, cornices, and plinths seldom make an addition to the appearance of a building at all commensurate with their cost.

High finish or expensive fittings to the interior of any part of military buildings are still more to be avoided, and are out of place in a profession where simple and frugal habits should be encouraged among all ranks.

Engineer officers should endeavour to make the case their own, and do for the public service what they would do for themselves, had they to find the funds.

Large as the public revenue of Her Majesty is, it is the bounden duty of every citizen, and above all of every officer in Her Majesty's pay, to make that revenue go as far as it can.

Mr. Secretary Herbert feels confident that many officers of engineers do give him the assistance he requires, and all can, if they will only make the attempt.

Mr. Herbert sometimes hears as an excuse for costly work that it is "necessary to do credit to the service;" but he is not prepared to give credit to any officer for an injudicious application of the means placed at his disposal from the public purse.—B. Economy in Designing Works.

B. HAWES.

W. O. Circ., 746. FOREIGN. 13*th March*, 1862.

IT has been brought to the notice of the Secretary of State for War that at some foreign stations the engineer estimates for War Department works and buildings do not include the cost of the transport involved, such transport having been supplied by the Commissariat Department, and the cost defrayed out of the item for land and inland water transport in Vote 3. Engineer Estimates.

In order that the engineer estimates may more accurately represent the total probable expense involved, the Secretary of State for War has now decided that the cost of transport required for the several services shall be included in the engineer estimates.

At stations, therefore, where commissariat or hired transport has been thus supplied hitherto, the commanding royal engineer and the senior commissariat officer will confer on the subject, and the former will include in his estimates 1863-64, and in those of future years, the amount which it is considered will be necessary to meet the cost of such transport as will be required by his department for the year.

The commanding royal engineer will then apportion the total amount amongst the several items of his estimates, showing the nature and amount of transport required for each, and including its estimated cost in the estimate for each.

He will also give at the end of his estimates an abstract showing the amount proposed for each item on account of transport, and total amount.

The commanding royal engineer acting in conjunction with the comptroller may apply the amount sanctioned for transport on one item of his estimate to the provision for transport made for another item, should it be necessary.

The commanding royal engineer may also apply any saving on the transport sanctioned for an item to the general service of the item; and, *vice versâ*, any saving on the item generally may be applied to meet a deficiency in the provision for transport, the total amount of the item not being exceeded in either case.

The commissariat will, nevertheless, estimate for the gross amount of general transport, deducting at foot such portion as may be required for the engineers, which would be specially provided for as above.

The commissariat will also continue to supply and pay for all transport upon proper vouchers, charging the actual expense incurred for engineer services to the vote for works, and regulating the charges for such permanent transport as may be used by the engineers, according to the actual work performed, and at rates to be agreed upon between the two departments.—E.

B. HAWES.

W. O. Circ., 772. HOME AND FOREIGN. 19*th July*, 1862.

WITH reference to the third clause of Circular No. 88, dated 9th April, 1857, the Secretary of State for War has decided that in future the quarterly return of work performed by military artificers shall be discontinued. Work by Military Artificers

The attention of commanding officers of artillery is drawn to the latter

Work by Military Artificers.

part of the second classes, in order that the intention of the Secretary of State in giving employment to military artificers may not be lost sight of.—A.

EDWARD LUGARD.

W. O. Circ., 806. FOREIGN. *9th Feb.*, 1863.

Execution of Works without Reference.

NOTWITHSTANDING the instructions contained in Circular No. 48, dated 21st March, 1859, a copy of which is annexed, instances have recently occurred in which expenditure has been sanctioned by general officers commanding abroad for services which the Secretary of State does not consider of sufficient urgency to have justified the omission of a previous reference to his consideration.

Sir George C. Lewis, therefore, in drawing attention to Circular No. 48, requests that general officers will observe that it is no sufficient justification that the object is most desirable or even necessary; but that they will limit the exercise of their powers of sanctioning expenditure to really urgent cases admitting of no delay, as prescribed in that circular.—W.

EDWARD LUGARD.

To General and other Officers Commanding Abroad.

YEOMEN OF THE GUARD.

H. G. Circ. Mem., 146. AT HOME AND ABROAD. *6th Aug.*, 1861.

THE Queen has been pleased to approve that the purchase of the officers' commissions in the corps of the yeomen of the guard should cease at the earliest possible moment, and to order that the future vacancies in the corps should be filled up by officers of the army of long and good service, to be selected from a list kept at the Horse Guards by the General Commanding in Chief, the recommendation being made to Her Majesty in each case, as now, by the captain of the corps. Re-organization.

Any of the officers who acquired their commissions by purchase, and are desirous of retiring from the corps, upon communicating with the captain, will receive from the Secretary of State for War an amount in compensation thereof, and a successor will be appointed to the vacancy, who, however, it must be clearly understood, will not be allowed to sell his commission.

The lieutenant in future to be appointed must have been a colonel or lieutenant colonel in the army, or Royal Marines, or in the Indian army.

The ensign and the clerk of the cheque, a lieutenant colonel or major in the army, or Royal Marines, or in the Indian army.

The exons, captains in the army, or Royal Marines, or Indian army, according to the present regulations of the corps.

It is further Her Majesty's pleasure that no officer should be appointed to the corps above the age of fifty.

Whenever an officer becomes, in the opinion of the captain, permanently incapacitated to perform the duties of the appointment, he will be required to resign it, or half his salary will be paid to a substitute selected as already described, and who will succeed to the next vacancy in the corps.

This order is not to be retrospective, or to apply to those officers of the army now in the corps who have been appointed on the recommendation of the General Commanding in Chief.

It is to be clearly understood that officers who may be appointed for the future, under the above regulations, will be, as heretofore, entirely under the command of the captain of the corps.

Any officer who may possess the above qualifications, and is desirous of being a candidate for the corps, should address his application to the military secretary, Horse Guards, for the purpose of its being laid before his Royal Highness the General Commanding in Chief, with a view to such officer, if duly qualified, being recommended, through the captain of the corps, to Her Majesty for appointment.—Q.

By Order. JAMES YORKE SCARLETT, *Adj. Gen.*

APPENDIX.*

REGULATIONS *for the Provision of Clothing and Necessaries for the Army, attached to the Royal Warrant of* 10*th October*, 1862.

1. THE following regulations shall invariably be observed, except in any case of urgent and unavoidable necessity, which shall be immediately reported to the General Commanding in Chief for Her Majesty's consideration; and no officer shall direct or knowingly permit any variation whatever from the sealed patterns of clothing and necessaries without the authority of the General Commanding in Chief, or any deviation from the rules herein laid down without special sanction communicated through the Secretary of State for War.

2. Standard patterns have been approved by Her Majesty; and whenever it is necessary to send patterns to regiments, they will be sealed by the authority of the inspecting officer acting under the orders of the General Commanding in Chief.

Clothing.

3. All requisitions for clothing are to be in duplicate on the prescribed forms (see Appendix), and forwarded to the Secretary of State for War, as hereafter directed for the several services.

4. All letters respecting clothing and necessaries addressed to the Secretary of State for War by officers commanding regiments and corps are to be in duplicate and on half margin.

5. Soldiers of all ranks belonging to a corps on the 1st of April shall, on that day, if possible, be provided with complete clothing, consisting of the articles hereinafter mentioned, according to the following regulations.

6. The articles to be furnished to each man are:—

Cavalry.

Dragoon Guards and Dragoons.

One helmet and holland bag,	Every sixth year.
One bear skin cap,	Every sixth year (for 2d Dragoons only).
One tunic,	Annually.
One pair overalls (unbooted),	Annually.
One pair boots (ankle),	Annually.
One pair of gloves,	Annually.
One pair trousers (cloth),	Biennially.
One pair bootings,	Biennially.
One pair boots (Wellington),	Biennially.

Hussars.

One busby and holland bag,	Quadrennially.
One tunic,	Annually.
One pair of overalls (unbooted),	Annually.
One pair boots (ankle),	Annually.
One pair of gloves,	Annually.

* See Circular 792. Clothing and Necessaries.

One pair trousers (cloth), ...	Biennially.
One pair bootings, ...	
One pair boots (Wellington), ...	

The kettle drummer of the 3d Hussars is clothed as a serjeant.

Lancers.

One cap, ...	Quadrennially.
One oilskin cap cover and cap lines, . .	Biennially.
One tunic, ...	Annually.
One pair of overalls (unbooted), . . .	Annually.
One pair boots (ankle), ...	Annually.
One pair of gloves, ...	Annually.
One pair trousers (cloth), ...	Biennially.
One pair bootings, ...	
One pair of boots (Wellington), ...	

Requisitions to be forwarded by commanding officers at the periods hereafter directed.

7. *Military Train.*

One shako and bag, ...	Quadrennially.
One tunic, ...	Annually.
One pair overalls (unbooted), ...	Annually.
One pair boots (ankle), ...	Annually.
One pair of gloves, ...	Annually.
One pair trousers (cloth), ...	Biennially.
One pair bootings, ...	
One pair boots (Wellington), ...	

Requisitions to be forwarded through the commandant at the periods hereafter directed.

8. *Royal Artillery.*

			Horse Brigade.	Field and Garrison Brigades.	
				Mounted Men.	Dismounted Men.
Busby and holland bag, quadrennially,			1	1	1
Cap lines, quadrennially, ...			1	0	0
Dress jacket, annually, ...			1	0	0
Tunic, annually, ...			0	1	1
Overalls, annually (unbooted), . .			1	1	0
Trousers, cloth, annually, ...			0	0	1
Boots,	Annually,	Wellington, .	1	1	0
		Ankle, . .	0	0	1*
	Biennially,	Wellington, .	0	0	1*
		Ankle, . .	1	1	1*
Trousers, cloth, biennially,† . .			1	1	1
Gloves, annually, ...			1	1	0
Bootings, biennially, ...			1	1	0

* Four pairs of boots in two years, viz.:—
1st year, { One pair Wellington boots on 1st April. One pair ankle boots on 1st October.
2d year, Two pairs ankle boots: one pair 1st April, one pair 1st October.
† Two pairs of serge in the Mediterranean.

Except when stationed at Ceylon, Hong Kong, Mauritius, St. Helena, and the West Indies (Bermuda excepted), in which cases the following rule will be observed in the issue of clothing:—

One head-dress (as may be ordered for the climate).

One tunic,	Biennially.
Two pairs cloth trousers,	
One undress jacket,	Biennially.
Two pairs serge trousers,	
Two pairs boots,	Annually, as before detailed for dismounted men.

In the year in which the undress jacket and serge trousers are issued, compensation, at £1 17*s.* 6*d.* for staff serjeants, £1 7*s.* for serjeants, and 5*s.* for rank and file, will be granted annually to each man, one-fourth of which may be expended at the end of each quarter in such articles as the soldier may require, and charged in the pay list, supported by Certificate No. 1, Appendix.

Should the second pair of cloth trousers not be required, a further compensation at the rate laid down at paragraph 72 will be granted, to be expended on the 1st April of the following year in such articles as the sol lier may require.

Should the second pair of boots due on the 1st October not be required, compensation at the rate laid down in paragraph 72 will be granted, to be expended on the 1st of January following in such articles as the soldier may require. These sums are to be charged in the pay list, supported by Certificate No. 2, Appendix.

Gun Lascars attached to Royal Artillery.

One cap,	Biennially.
One tunic,	Biennially.
Two pairs of cloth trousers,	
One undress jacket,	Biennially.
Two pairs of serge trousers,	
Nineteen shillings in money in lieu of boots,	Annually.
One half on 1st April, and one half on 1st October.	

And compensation in the year in which the jacket and serge trousers are issued, at the rate of £1 7*s.* for serjeants, and 5*s.* for rank and file, to be expended, charged, and certified in the same manner as for Royal Artillery; also for the second pair of cloth trousers, should they not be required.

Royal Malta Fencible Artillery.

The same clothing as dismounted artillery (both pairs of boots to be ankle, and the biennial trousers serge).

Master Gunners.

One cocked hat,	Every sixth year.
One tunic,	Annually.
Two pairs trousers (cloth),	
Two pairs of boots,	Annually.*
One pair trousers (cloth),	Biennially.

Master gunners succeeding to vacant appointments between 1st of April and 31st of December will receive the part-worn clothing of their predecessors.

If appointed between 1st of January and 31st of March, they will receive

* One 1st April, one 1st October, as detailed for dismounted men.

one new tunic, two pairs of trousers, and two pairs of boots, to be worn to the end of the following clothing year, receiving the cocked hat of their predecessors.

If appointed on augmentation from 1st of April to 30th September, they will receive new clothing complete, returning into store the articles they had been supplied with for the current year, and new tunic, trousers, and boots, at the next periodical issue.

If appointed between 1st of October and 31st of March, they will receive new clothing complete as detailed above, to be worn to the end of the following clothing year.

Master gunners discharged between 1st of January and 31st of March will be allowed to take their clothing with them, except the head dress, which is to be returned into store.

All hats which have not been in wear the prescribed period must be returned into store at Woolwich for re-issue.

Requisitions to be forwarded by the deputy adjutant general of Royal Artillery upon Form No. 5, Appendix.

9. *Royal Engineers.*

	Mounted.	Dismounted.
UNIFORM.		
Busby and holland bag, quadrennially,	1	1
Tunic, annually,	1	1
Overalls, unbooted, annually,	1	0
Trousers, cloth, annually,	0	1
Boots, annually,	1	1
Bootings, biennially,	1	0
Gloves, pair, annually,	1	0
WORKING DRESS.		
Frockcoat for Staff Serjeants, annually,	1	1
Jacket for other ranks, annually,	1	1
Trousers, cloth, annually,	1	1
Boots, pair, annually,	1	1

Except when stationed at Ceylon, Hong Kong, Mauritius, St. Helena, and the West Indies (Bermuda excepted), in which cases the following rule will be observed in the issue of clothing:—

The uniform clothing and boots will be issued annually as at other stations.

The boots belonging to the working dress will be issued annually as at other stations.

The working dress will be issued biennially, and in the year in which it is not issued, compensation in money at the rates laid down in paragraph 72 shall be expended in equal proportions, one-half on the 1st April and one-half on the 1st October of that year, in such articles as the soldier may require. This compensation is to be charged in the pay list, supported by No. 3 Certificate, Appendix.

Requisitions to be forwarded by the deputy adjutant general, Royal Engineers.

One bear skin cap and bag,	Every sixth year.
One tunic,	Annually.
One waistcoat,	Annually.
One pair of cloth trousers,	Annually.
One pair of serge trousers,	Biennially.
Two pairs of boots,	Annually; one on 1st April, and one on 1st October.
One pair of gloves for Serjeants,	Annually.
One silk sash for Staff Serjeants,	Every fourth year.
One worsted sash for Serjeants,	Every fourth year.
Serjeant Major,	One undress tunic annually in lieu of waistcoat.
Quarter-master Serjeant,	One undress tunic annually in lieu of waistcoat.
Serjeant Instructor of Musketry,	One undress tunic annually in lieu of waistcoat.
Regimental Clerk,	One undress tunic annually in lieu of waistcoat.
Regimental Drill Serjeant,	One undress tunic annually in lieu of waistcoat.
Battalion Drill Serjeant,	One undress tunic biennially in lieu of the waistcoat annually.
Hospital Serjeant,	One undress tunic biennially in lieu of the waistcoat annually.

Time beaters, one shako biennially in lieu of bear skin cap, and one jacket yearly in addition to the tunic and waistcoat.

Gold tassels for Drum Major,	Annually.
,, sword knot for Serjeant Major,	Annually.
,, ,, Quarter-master Serjeant,	Annually.
,, ,, Drum Major,	Annually.
,, ,, Serjeant Instructor of Musketry,	Annually.
,, ,, Regimental Drill Serjeant,	Annually.
,, ,, Regimental Clerk,	Annually.
Gold lace drum carriages and instrument slings,	Annually.

Pipers of Scots Fusilier Guards.

One tunic,	Annually.
One waistcoat,	Annually.
One kilt,	Annually.
One plaid,	Every three years.
One Glengarry cap,	Annually.
Shoes, two pairs,	Annually.

11. *Regiments of the Line and Rifle Corps, except those serving at Ceylon, Mauritius, St. Helena, Hong Kong, and the West Indies (Bermuda excepted).*

One shako and cover,	Biennially.
One tunic,	Annually.
One pair of cloth trousers,	Annually.
One pair of serge trousers,	Biennially.
Two pairs of boots,	Annually; one on 1st April, and one on 1st October.
One silk sash for Staff Serjeants,	Every four years (except in rifle regiments).
One worsted sash for Serjeants,	Every four years (except in rifle regiments).

12. *Regiments of the Line and Rifle Corps serving in the West Indies (except Bermuda).*

Head-dress as may be ordered for climate.

One tunic,	Annually.
One pair of serge trousers,	Annually.
One pair of serge trousers,	Biennially.
Two pairs boots,	Annually; one on 1st April, one on 1st October.

Cotton socks,	Serjeants, each three pairs, Other ranks, each two pairs,	Annually.
One silk sash for Staff Serjeants, One worsted sash for Serjeants,	Every fourth year, except in rifle regiments.	

Should the second pair of serge trousers not be required, compensation at the rate laid down in paragraph 72 will be granted, to be expended on the 1st April of the following year in such articles as the soldier may require.

Should the second pair of boots, due on 1st October, not be required, compensation at the rate laid down in paragraph 72 will be granted, to be expended on the 1st January following in such articles as the soldier may require. These sums are to be charged in the pay list, supported by Certificate No. 2, Appendix.

13. *Regiments of the Line and Rifle Corps serving in St. Helena and Hong Kong.*

One head-dress (as may be ordered for the climate).

One tunic, ...	Biennially.
One serge frock in the year in which tunics are not supplied, ...	Biennially.
One pair of cloth trousers, ...	Annually.
One pair of serge trousers, ...	Biennially.

Two pairs of boots annually; one on 1st April, one 1st October.

One silk sash for Staff Serjeants, One worsted sash for Serjeants,	Every four years, except in rifle regiments.

In the year in which the tunic is not issued, compensation at the rate of £1 18*s.* 6*d.* for staff serjeants, 12*s.* 6*d.* for serjeants, and 9*s.* 6*d.* for rank and file, will be granted annually to each man. One-fourth of the amount may be expended at the end of each quarter in such articles as the soldier may require, and is to be charged in the pay list, supported by Certificate No. 1, Appendix.

Should the second pair of boots, due on 1st October, not be required, a further compensation at the rate laid down in paragraph 72 will be granted, to be expended on the 1st January following in such articles as the soldier may require. These sums are to be charged in the pay list, supported by Certificate No. 2, Appendix.

14. *Regiments of the Line and Rifle Corps serving at Ceylon and Mauritius.*

One head-dress (as may be ordered for the climate).

One tunic, ...	Biennially.
One serge frock in the year in which tunics are not supplied, ...	Biennially.
One pair serge trousers, ...	Annually.
One pair serge trousers, ...	Biennially.

Two pairs of boots annually; one on 1st April and one on 1st October.

Cotton socks, Serjeants, each three pairs, other ranks, each two pairs, ...	Annually.
One silk sash for Staff Serjeants, One worsted do. for Serjeants,	Every four years, except in rifle regiments.

In the year in which the tunic is not issued, compensation at the rate of £1 18*s.* 6*d.* for staff serjeants, 12*s.* 6*d.* for serjeants, and 9*s.* 6*d.* for rank and [illegible] will be granted annually to each man. One-fourth of the amount may [illegible]ded at the end of each quarter in such articles as the soldier [illegible]e, and charged in the pay list, supported by Certificate No. 1,

Should the second pair of boots, due on 1st October, not be required, a further compensation at the rate laid down in paragraph 72 will be granted, to be expended on the 1st January following in such articles as the soldier may require, and to be charged in the pay list, supported by Certificate No. 2, Appendix.

15. *Highland Regiments.*

Regiments wearing the Kilt.

One coat, . . . } . . . . . Annually.
One waistcoat with sleeves, }
Two pairs of shoes annually; one pair 1st April, one pair 1st October.
One bonnet every eight years (unless otherwise ordered at tropical stations).
One oilskin bonnet cover, } . . . . . Biennially.
One hackle feather, . }
One plaid, ... Every three years.
One kilt annually, to be made into trews at the expense of the soldier at the expiration of the period of duration.
One silk sash for Staff Serjeants, } . . . . Every fourth year.
One worsted sash for Serjeants, }
One pair gaiters, ... Annually.

Regiments wearing the Trews and Shako or Feather Bonnet.

One coat, . . . } . . . . . Annually.
One waistcoat with sleeves, }
Two pairs of boots annually; one pair 1st April, one pair 1st October.
One pair of trews, ... Annually.
One pair of trews, ... Biennially.
One shako, ... Every four years.
One bonnet, every eight years in regiments wearing the bonnet.
One oilskin bonnet cover, } . . . . . Biennially.
One hackle feather, . }
One silk sash for Staff Serjeants, } . . . Every fourth year.
One worsted sash for Serjeants, }

Highland corps, when serving in Ceylon, Mauritius, or St. Helena and Hong Kong, shall receive the same clothing as at other stations, with the exception of the coat, the second pair of trews, and the second pair of boots, which may be supplied biennially; and in the alternate years the soldier shall receive the regulated compensation for the same, according to the rates hereinafter provided in paragraph 72, one-fourth to be expended quarterly in such articles as the soldier may require, and charged in the pay list, supported by Certificate No. 1, Appendix.

16. *Ceylon Rifle Regiment.*

One head-dress (as may be ordered for the climate).
One dress tunic, } For the European non-commissioned officers, } . Annually.
One undress jacket, }
One pair of trousers, }
One pair of trousers, . . do. . . . . Biennially.
One dress jacket, } For native non-commissioned officers and men, } Biennially.
One undress jacket, }
One pair of trousers, . . do. . . . . Annually.

Sixteen shillings in money to each serjeant, and twelve to each soldier of other ranks, annually, in lieu of boots; to be paid half on 1st April and half on 1st October, and charged in the pay list, supported by Certificate No. 2, Appendix.

17. *Cape Mounted Riflemen.*

One head-dress and cover,	Biennially.
One tunic,	Biennially.
One stable jacket,	Biennially.
One flannel waistcoat,	Biennially.
One pair Wellington boots,	Biennially.
One pair of gloves,	Annually.
One pair of boots (ankle),	Annually.
One pair of overalls, unbooted,	Annually.
Two pairs cotton drawers,	Annually.
One pair cloth trousers,	Biennially.
One pair bootings,	Biennially.

18. *West India Regiments and Gold Coast Corps.*

One fez and two turban cloths,	Biennially.
One pair of leggings,	Biennially.
One jacket,	Biennially.
One waistcoat,	Annually.
One pair of dress breeches,	Annually.
One pair of gaiters,	Annually.
Two pairs of stockings,	Annually.
Shoes, two pairs,	One pair 1st April, One pair 1st Oct., Annually.
One pair of undress breeches,	Biennially.

19. Royal Canadian rifle regiment, St. Helena regiment, Royal Newfoundland Companies, and Falkland Island Company are entitled to the same clothing as similar regiments of infantry of the line.

20. Requisitions for Foot Guards, infantry, and Colonial corps to be forwarded by commanding officers at the period, hereafter directed, according to forms for the respective services (see Appendix).

Soldiers under instruction at Kneller Hall will receive their clothing at that establishment. The officers commanding the regiments or corps to which they belong will state on the annual requisition for the clothing of the regiment the measurement of the suit, head dress, and boots for the men detached to Kneller Hall, in order that the clothing may be sent to them at the establishment.

21. *Army Hospital Corps.*

One cap,	Biennially.
One tunic,	Annually.
One pair of trousers,	Annually.
Boots, two pairs,	One pair 1st April, One pair 1st Oct., Annually.

Requisitions to be forwarded by the director general of the Army Medical Department.

As regards compensation, accounts, and clothing returns, see Regulations for Infantry.

22. *Commissariat Staff Corps.*

One cap,	Biennially.
One tunic,	Annually.
One pair trousers,	Annually.
One pair serge trousers,	Biennially.
Boots, two pairs,	One on 1st April, One on 1st Oct., Annually.

rking dress according to trades to be public property.

23. *Schoolmasters.*

One cap,	Biennially.
One frockcoat, with collar badges of his rank,	Annually.
One pair of shoulder knots,	Biennially.
One pair of trousers,	Annually.
One pair of trousers,	Biennially.
£1 in lieu of boots annually,	One half on 1st April. One half on 1st Oct.

One cloak every ten years.
One sash every four years.
One greatcoat in North America.

The coat and trousers will be supplied in materials, and the following sums will be allowed for making up, viz.:—

Frock coat,	10*s.*
Trousers, per pair,	3*s.*

—which sum, and the compensation in lieu of boots, is to be charged in the pay list, supported by receipts of tradesman and the schoolmaster.

Requisitions, according to Form 13, page 86, for the articles required are to be sent to the Secretary of State for War, through the officer commanding the regiment or garrison to which the schoolmaster may be attached, with the demands for other regimental or garrison clothing, and at the dates laid down in paragraph 40, for troops serving at the various stations. If attached to Royal Artillery or Royal Engineers, the requisitions to be sent through their respective deputy adjutants general.

24. *Enrolled Pensioners.*

Serjeants of the permanent staff—	
One cap,	Annually.
One tunic,	Annually.
One pair of trousers,	Annually.
One silk sash,	Every fourth year.
Enrolled pensioners of all ranks—	
One cap,	Every seven years.
One tunic,	Every seven years.
One pair of trousers,	Every seven years.

Requisitions on the prescribed form to be forwarded from the staff officers of the several districts to the Secretary of State for War.

Clothing which has been in wear the prescribed period becomes the property of the pensioners, provided they have attended for training the required number of days in each year.

Compensation in lieu of clothing may be granted to the permanent staff upon the certificate of the staff officer that the clothing in their possession is sufficiently good for the service of the year at the following rates:—

Cap,	for one year,	£0	10	0	
Tunic,	,,	1	13	0	
Trousers,	,,	0	15	0	
					£2 18 0

The sums paid as compensation to be charged in the accounts of the staff officers of the respective pension districts.

25. *Garrison Staff, Recruiting Districts, and Invalid Depôts.*

Staff and extra-staff serjeants are entitled to the same description of clothing as the infantry of the line, and will be supplied according to their respective ranks upon requisitions forwarded yearly by their respective commanding officers, at the date laid down for the various stations in paragraph 40.

As regards compensation for clothing not issued in kind, they will come under the same regulations as the infantry of the line.

26. *School of Musketry.*

Serjeants of the permanent staff—

One tunic,	Annually.
One pair of trousers,	
One pair of boots,	
One forage cap,	Biennially.
One fatigue jacket,	
One pair fatigue trousers,	
One shako,	Every three years.
One greatcoat,	Every five years.

The corporals and privates are to receive the same clothing as the infantry of the line.

Requisitions to be forwarded by the commandant at the date laid down in paragraph 40.

Such non-commissioned officers as are attached to regiments will be clothed with the regiment to which they are attached, and the clothing as detailed above is to be demanded accordingly.

27. *Military Store Clerks.*

One forage cap,	Biennially.
One tunic,	Annually.
One pair of trousers,	
One pair of boots,	

One greatcoat every five years.

One serge jacket on first joining, to be kept up by the man, and only to be worn in office hours.

Requisitions to be forwarded by the store officer at the station where the clerks may be serving.

28. *Barrack Serjeants.*

One tunic,	Annually in materials.
One pair trousers,	
One cap,	Biennially.
One pair boots,	Annually.
One greatcoat,	Every five years.

At tropical stations two pairs of white trousers will be supplied in lieu of one pair of cloth (if required).

An allowance for making up the clothing issued in materials will be granted at the rates laid down in paragraph 38 for staff serjeants.

At home stations these sums will be charged in the accounts of the barrack-master, and abroad in the accounts of the military accountant at the station.

29. *Librarians.*

Victoria Librarians.

One tunic,	Annually.
One pair of trousers,	
Two pairs of boots (one 1st April, one 1st October),	
One forage cap,	Biennially.
One greatcoat,	Every five years.

Garrison Librarians.

One frockcoat,	Annually.
One pair of trousers,	
One pair of boots,	

One forage cap, ...	Biennially.
One greatcoat, ...	Every five years.

Instructors at Gymnasia.

Two pairs of flannel trousers, ...	Annually.
Two Jerseys, ...	Annually.
One pair of socks, ...	Annually.
One belt, ...	Quinquennially.

Requisitions for the above to be sent direct to the Secretary of State for War in December of each year.

30. *Military Labourers.*

Staff Serjeants, annually.	One tunic. One pair trousers (cloth). One pair drill trousers. One cap with peak. Two pairs boots (one pair 1st April, one pair 1st October). Three pairs socks.
Serjeants, annually,	One tunic. One pair serge trousers. One pair duck trousers. One cap with peak. Two pairs boots (one pair 1st April, one pair 1st October. Three pairs socks.
Rank and File, annually,	One white kersey jacket. One pair serge trousers. One pair duck trousers. One smock frock. One forage cap without peak. Two pairs shoes (one pair 1st April, one pair 1st October).
Staff Serjeants and Serjeants,	One sash every four years.
Infirmary Establishment, annually,	One felt hat. One blue jacket. One kersey jacket. One pair serge trousers. One pair duck trousers. Two pairs shoes (one pair 1st April, one pair 1st October).
Boatmen, annually,	One forage cap. One smock frock. One pair of duck trousers. One pair of shoes.

31. *Warders of Military Prisons.*

At Home Stations.—Warders of all Ranks.

One greatcoat, ...	Every three years.
Three pairs of trousers, ...	In two years.
One frockcoat, ...	Annually.
One forage cap and oilskin cover, ...	Every two years.

BARBADOES, BERMUDA, AND MAURITIUS.—Chief Warders.

One greatcoat,	Every four years.
One frockcoat,	Every three years.
One pair cloth trousers,	
One forage cap,	Every two years.
One white cap cover,	
One shell jacket,	Annually.
Three pairs drab jean trousers,	

Warders and Assistant Warders.

One greatcoat,	Every four years.
One frockcoat,	Every three years.
One pair trousers,	
One forage cap,	Every two years.
One white cap cover,	
Three drab suits,	Annually.

GIBRALTAR, MALTA, AND IONIAN ISLANDS.—Chief Warders.

One greatcoat,	Every four years.
One frockcoat,	Every two years.
One pair cloth trousers,	
One shell jacket,	Annually.
One forage cap,	Every two years.
One white cap cover,	
Two pairs jean trousers,	Annually.

Warders and Assistant Warders.

One greatcoat,	Every four years.
One frockcoat,	Every two years.
One pair cloth trousers,	
Two jean suits,	Annually.
One forage cap,	Every two years.
One white cap cover,	

NORTH AMERICAN STATIONS.—Warders of all Ranks.

One greatcoat,	Every two years.
One frockcoat,	Annually.
Three pairs trousers,	Every two years.
One forage cap and cover,	Every three years.
One winter cap,	
One pair winter gloves,	Annually.

At stations where the duties of warders are performed by the military, soldiers so employed are to wear their military clothing.

Clothing that has been in wear the prescribed period (except greatcoats) becomes the property of the warder when the next issue is made.

When a warder resigns or is dismissed, any articles of clothing that have not been worn three-quarters of the prescribed period are to be returned into store, but the warder may be allowed to retain them, upon payment of their value at the regulated rates for the further time they were intended to last.

Requisitions for clothing for warders to be sent to the Secretary of State for War, in duplicate, by the officer in charge of the prison at the dates laid down in paragraph 40.

32. The clothing of the cavalry will be provided upon yearly requisitions in duplicate made by commanding officers upon the prescribed form, which

is to be carefully filled up, showing the numbers to be clothed and the description of garments or quantities of materials required.

When materials are supplied, an allowance in money, according to the regulations that may be issued from time to time, will be made, to enable the officer commanding to carry out arrangements for having the garments made up; the amount to be charged in the pay list, supported by vouchers.

33. The clothing of the Royal Artillery will be provided upon yearly demands forwarded by the deputy adjutant general of Royal Artillery to the Secretary of State for War, in duplicate, upon Form No. 5, Appendix, which is to be filled up, showing in detail the number and description of garments required for all ranks.

34. The clothing issued to the Royal Artillery is to be accounted for yearly in a general return showing the appropriation of the articles supplied. This return will be forwarded by the deputy adjutant general of Royal Artillery to the Secretary of State for War, as soon as possible after the 31st of March of each year.

35. The instructions laid down for the clothing of the Royal Artillery are also applicable to the Royal Engineers; the requisitions for clothing being forwarded by the deputy adjutant general of that corps.

36. The clothing of infantry corps will be supplied upon requisitions in duplicate, according to the prescribed forms (see Appendix), signed by the quarter-master and officer commanding the regiment or corps, who will be held responsible that the forms of requisition are strictly adhered to in every instance, and that the columns showing the effective strength of the regiment in non-commissioned officers and men, and those showing the quantities of clothing in store and required for the year, are properly filled up: a size roll according to form, correctly and carefully prepared, with all the information requisite for making the garments of the proper size, will accompany the requisition.

37. The clothing for infantry corps will be supplied made up and complete, with the exception of that for the serjeant major, quarter-master serjeant, drum major, and band, and ten suits per company, which may be demanded in materials.

All good-conduct badges are to be demanded with the clothing, but no charge will be admitted for sewing them on.

38. Such suits as are supplied in materials will be made up in the regiment, under the direction of the master tailor, at the following rates:—

		s.	d.
Staff Sergeants,	Tunic,	8	6
	Jacket,	4	0
	Trousers,	3	0
Sergeants,	Tunic,	5	0
	Trousers,	1	4
Privates,	Tunic,	3	6
	Trousers,	1	1
Band,	Tunic,	5	0
	Trousers,	1	4
Drummers,	Tunic,	5	0
	Trousers,	1	1
Serge Trousers,	Staff,	3	0
	Other ranks,	1	1
Kilts, all ranks,		0	9½

The sums expended for making up the clothing sent in materials are to be charged in the pay list, supported by Voucher No. 4, Appendix.

Should any alterations be required in made-up garments, new or part-worn, the actual and unavoidable expense of the same will be allowed as a charge against the public. The amount is not to exceed—

8*d.* for each tunic.
3*d.* for each pair of overalls or cloth trousers.
2*d.* for each pair of serge trousers.

In Highland Regiments—

8*d.* for each tunic.	2*d.* for each pair of trews.
3*d.* for each waistcoat.	2*d.* for each kilt.

In regiments or corps provided with a specially enlisted serjeant master tailor the expense of the necessary alterations to the annual clothing will be defrayed by him out of the allowance of £44 a year granted him for this purpose.

In the Ceylon Rifles 8*d.* per suit will be allowed every second year for the alteration of the clothing.

39. All clothing remaining in store must be fitted and issued before any portion of a new supply is begun upon, and all garments of every supply that can be made available by alteration must be appropriated and issued.

Commanding officers will see that all such alterations are carried out to the full extent before any report of inability to fit the corps is made.

Tunics may be reduced to almost any extent in the size of the body, and most of them may be reduced to fit a shorter man.

There is only a quarter of an inch of cloth in the length of the back for every inch in the height of the man, and a reduction of one inch of cloth or four sizes of height may be easily made in the length of any tunic.

Trousers may be similarly treated.

40. Requisitions for the yearly supply of clothing are to be sent from regiments as follows:—

From regiments serving in—	
Ceylon, ...	14 months before the clothing is due to the men.
Australian Colonies, ...	
China, ...	
Mauritius, ...	
Cape of Good Hope, ...	
British Columbia, ...	
St. Helena and West Coast of Africa, . .	12 months before the clothing is due to the men.
North America, West Indies, and Bermuda, .	
Mediterranean, ...	10 months before the clothing is due.
Great Britain, Ireland, and Channel Islands, .	9 months before the clothing is due.

The times for sending in the yearly requisitions must be strictly adhered to; and in cases where uncontrollable circumstances may occasion any delay in forwarding them, a special report of the same must be made by the officer commanding the regiment or corps to the Secretary of State for War.

41. When the clothing of a regiment or corps arrives at the place where the corps are stationed, it is to be immediately inspected by a board of survey composed of the three senior officers present with the regiment (the command-

ing officer excepted), and, where practicable, an officer of another corps, and an officer of the military store or barrack department, and the proceedings are to be forwarded in duplicate by the officer commanding to the Secretary of State for War, through the Adjutant General, on Form No. 34 in the Appendix. To enable the board to arrive at a correct decision, a sealed pattern of each article will accompany the supply, and, after serving the purposes of comparison, will be issued,—a record to be kept of the man to whom each sealed article is issued, in case it should be further required.

42. In the event of any deficiencies in or damage to the articles received, or their not being equal to sealed pattern in materials or workmanship, or not corresponding in measurement to the size tickets affixed to the garments (a number of which, not under 10 per cent. on the whole, will be fitted to men of corresponding measurements in presence of the board), a statement of the same is to be made in the report of the board.

Whenever regimental boards find it necessary to condemn any articles issued from the Government stores on account of damage received in transit, or inferiority to pattern, such articles are not to be considered as finally rejected.

The officer convening the board will make a representation on the subject to the senior officer at the station, who, after making such inquiry or personal inspection as he may think fit, will, in the case of regiments at home, refer the report with his opinion to the Adjutant General; and in the case of regiments abroad, will decide whether the articles condemned by the board shall be taken into use or not. In either case the proceedings of the board, with a special report, are invariably to be forwarded in duplicate to the Secretary of State for War through the Adjutant General.

The report of the proceedings of the board of officers must in all cases be entered in the regimental books, in order that there may be a proper record of the same.

43. The officer commanding is to make a report, and forward the same in duplicate to the Secretary of State for War through the Adjutant General at the end of the military year, stating his opinion as to the quality of the clothing supplied, and whether it has worn well; he will specify any defects, either in quality or make, to which he may think it advisable to call attention.

44. The cost of altering clothing for Royal Artillery, Royal Engineers, and Military Train to be defrayed in the same manner and to the same extent as in the infantry of the line.

45. The sum to be thus paid by the public is to be charged in the clothing account included in the pay list, supported by the proper voucher, the receipt of the master tailor, and a certificate of the quarter-master, countersigned by the commanding officer, stating the number and description of articles altered.

46. When clothing is received at the head-quarters of a regiment, brigade, or corps, the officer commanding will take the best measures for forwarding it to the detachments, wherever they may be stationed. The expense incurred for carriage to be charged in the clothing account included in the pay list, supported by vouchers of receipt for the money expended.

Issues of Clothing to Recruits.

47. Recruits of all corps or regiments entitled to the biennial issue of trousers who may be finally approved between 1st April and 31st December will receive the biennial trousers on the 1st April following.

If finally approved after 31st December, this issue will not be made until the commencement of the second military year after enlistment.

Recruits of all mounted corps entitled to the biennial issue of boots, who may be finally approved between the 1st of April and 30th of September, will receive the biennial boots on the 1st April following. Those finally approved after the 30th September will not receive the biennial boots until the commencement of the second military year after enlistment.

48. *Cavalry and Military Train.*

If finally approved between 1st April and 30th June—
One new tunic.
One new pair overalls (booted).
Two new pairs boots (one Wellington and one ankle).
One new pair cloth trousers.
One new pair gloves.

Between 1st July and 31st December—
One new pair boots.
One part-worn tunic.
One pair part-worn overalls.
One pair part-worn trousers.
One pair part-worn boots,
equal to those in wear by the rest of the corps, or new articles for any or all of the above, should there be no part-worn available.

Between 1st January and 31st March—
Complete new clothing to last to the end of the next military year, viz.—
One tunic.
One pair overalls (booted).
Two pairs of boots (one Wellington and one ankle).
One pair of cloth trousers.
One pair gloves.
And on 1st October one pair overalls (unbooted).

49. *Royal Artillery.*

Horse Brigade.

If finally approved between 1st April and 31st December—
One new dress jacket.
One new pair of overalls (booted).
One new pair cloth trousers.
One new pair of gloves.
Two new pairs boots (one Wellington and one ankle).

Between 1st January and 31st March—
One new pair of overalls (unbooted).
One new pair of cloth trousers.
One new pair of boots; and such articles of part-worn clothing as may be in store.

Field and Garrison Brigades.

If finally approved between 1st April and 31st December—

New tunic, . . .	mounted,	1	. dismounted,	1
New overalls (booted), . .	,,	1	. ,,	0
New trousers, cloth . .	,,	1	. ,,	2
New boots, Wellington, .	,,	1	. ,,	1
New boots, ankle, . .	,,	1	. ,,	1
New gloves, ...	,,	1	. ,,	0

reen 1st January and 31st March—

ew overalls (unbooted), .	mounted,	1	. dismounted,	0

New trousers, cloth,	. .	mounted,	1	. dismounted,	2
New boots, pairs,	. .	,,	1	. ,,	1

And such articles of part-worn clothing as may be in store.

If a recruit approved during the last quarter of the military year has no boots besides those issued new to him on joining, and it is found necessary for the proper performance of his duty that he should have a change of boots, a second pair of new boots may be issued, and the recruit thus supplied will not receive boots on the following 1st of April.

50. *Royal Engineers.*

Uniform Clothing.

If finally approved between 1st April and 31st December—

New tunic,	. . . .	mounted,	1	. dismounted,	1
New overalls (booted),	. .	,,	1	. ,,	0
New trousers,	. . .	,,	0	. ,,	1
New boots, pairs,	. . .	,,	1	. ,,	1
New gloves, pairs,	. .	,,	1	. ,,	0

Between 1st January and 31st March—

Part-worn clothing as above, or such part-worn articles of same as may be in store available for issue. Should there be no part-worn clothing in store, complete new clothing to last to the end of the ensuing military year.

Working Dress.

If finally approved between 1st April and 30th September—

One new jacket.
One new pair trousers.
One new pair boots.

If finally approved between 1st October and 31st December—

One new jacket.
One new pair trousers.
One new pair boots.

Between 1st January and 31st March—

One new jacket.
One new pair trousers.
One new pair boots.
And part-worn working dress and boots, should there be any in store.

51. New busbies and plumes will be supplied to recruits of Royal Artillery and engineers finally approved during the two first years after the issue of busbies, and part-worn busbies during the last two years.

52. *Infantry.*

If finally approved between 1st April and 30th September—

One new tunic.
One new pair cloth trousers.
One new pair serge trousers.
Two pairs of new boots.

Men joining in this period will not be entitled to boots on 1st October.

Between 1st October and 31st December—

One new pair of boots, and part-worn clothing equal to that in wear at the time, or such part-worn articles as may be in store, and the remainder new.

Should there be no part-worn clothing in store, new clothing as above. In this case the recruit will receive on the 1st April following—

One new tunic.
One new pair of cloth trousers.
One new pair serge trousers.
And on the 1st October a new pair of boots.

Between 1st January and 31st March—

One new tunic.
One new pair cloth trousers.
One new pair serge trousers.
Two new pairs boots.

To last to 31st March of the following year; and a pair of new cloth trousers and a new pair of boots on the 1st October, after final approval.

53. Recruits joining Highland regiments wearing the kilt. If finally approved between 1st April and 30th September—

One new coat.	One new pair gaiters.
One new kilt.	One new waistcoat with sleeves.
Two new pairs shoes.	One plaid.

Those joining in this period will not be entitled to shoes on the 1st October.

Between 1st October and 31st December—

One new pair of shoes, and part-worn clothing equal to that in wear by the rest of the corps, or such part-worn articles as may be in store, and the remainder new.

Should there be no part-worn clothing in store, complete new clothing. In this case the recruit will receive on 1st April following—

One new coat.
One new pair gaiters.
One new kilt.
And on the 1st October one pair of shoes.

Between 1st January and 31st March—

One new coat.	Two new pairs of shoes.
One new waistcoat with sleeves.	One new pair gaiters.
One new kilt.	One plaid.

To last till the 31st March of the following year; and a waistcoat with sleeves and a pair of shoes on the 1st October, after final approval.

54. Highland regiment wearing trews. If finally approved between 1st April and 30th September—

One new coat.	Two new pairs of boots.
One new waistcoat with sleeves.	Two new pairs trews.

Those joining in this period will not be entitled to boots on 1st October.

Between 1st October and 31st December one new pair of boots, and part-worn clothing equal to that in wear by the rest of the corps, or such part-worn articles as may be in store, and the remainder new.

Should there be no part-worn clothing in store, complete new clothing. In this case the recruit will receive on the 1st April following—

One new coat.
Two new pairs trews.
And on 1st October one pair new boots.

Between 1st January and 31st March—

One new coat.	Two new pairs trews.
One new waistcoat with sleeves.	Two new pairs boots.

To last to 31st March of the following year; and a new pair of trews and a new pair of boots on 1st October, after final approval.

55. Part-worn helmets, caps, or busbies (should there be any in store) shall in all cases be issued to recruits in the cavalry and infantry, to last till the first or second issue, according to the condition they may be in at the time the recruits receive them.

Part-worn plaids and bonnets (should there be any in store) must in all cases be issued to recruits.

General Directions.

56. All clothing that has been in wear the prescribed period becomes the property of the soldier when replaced by the next issue; but may be continued in wear, at the discretion of the general officer commanding, for an additional period.

57. The boots and shoes of soldiers becoming non-effective in corps receiving two pairs per annum will not be required to be returned into store after six months' wear, and the biennial trousers after twelve months' wear.

58. In all corps serving in North America, compensation, at the rates laid down at paragraph 72, will be granted in lieu of the second pair of boots due on 1st October.

This sum is to be expended in such articles as the soldier may require, and to be charged in the pay list, supported by certificate (No. 2, Appendix).

59. Any new articles of clothing which may be surplus in store, and not likely to be wanted by the corps for the current year, may be sold to such soldiers as may require them, at the prices fixed for compensation at paragraph 72, the amount to be credited in the pay list, supported by certificate (No. 19, Appendix).

Surplus clothing remaining in store until the next general issue must be carefully preserved from injury by moth, damp, or any other cause; and any loss arising from negligence in this respect must be defrayed by the person in whose charge the articles were placed, and whose duty it was to have them frequently examined and preserved from harm.

60. The busbies of discharged and non-effective men of Royal Artillery and engineers at home are in all cases to be returned into store complete.

61. The worn clothing and busbies of non-effective men of the Royal Artillery and engineers abroad are to be sold by auction at the end of each quarter, and the amount realized credited in the clothing account included in the pay list, supported by a certificate of the commanding officer.

If unsaleable, the articles must be handed over to the nearest superintendent of stores or barrack-master.

62. At home stations part-worn clothing of the Royal Artillery and engineers is to be taken into the regimental store and sent to head-quarters by the cheapest conveyance, *if fit and suitable for issue to recruits.* If not fit for use,—which is to be determined by a board of officers on the spot,—it is to be sold by auction, and the proceeds credited to the public, supported by certificate (No. 19, Appendix), or if unsaleable, handed over to the nearest superintendent or barrack-master.

63. Part-worn clothing in other arms of the service at home, which has not been in wear the prescribed period, or such a time as to make it the property of the soldier, is to be taken into store by the quarter-master, and issued to recruits (or others dealt with as such) or sold by auction; in the latter case the proceeds must be credited in the pay list, supported by certificate (No. 19, Appendix).

When a regiment is divided into depôt and service companies or troops, the part-worn clothing at the depôt is to be dealt with as above stated. The

part-worn clothing that may remain in the service companies serving in Great Britain, Ireland, and the Channel Islands, is to be sent to the depôt by the cheapest conveyance, *if fit and suitable for issue to recruits.* If pronounced unfit for issue, by a board of officers, it is to be sold by auction, and the proceeds credited in the pay list of the service companies, supported by a certificate (No. 19, Appendix).

When the service companies or troops of a regiment are stationed abroad, the part-worn clothing is not to be sent to the depôt, but taken into the regimental store, under the charge of the quarter-master, and sold by auction at the end of each quarter, and the proceeds credited in the pay list, as directed above.

64. Transfers to other corps will take with them their greatcoats, and such articles of clothing (except head-dress) as can be worn in the new regiment. The expense actually and necessarily incurred for changing the facings, buttons, &c., will be allowed as a charge in the pay list if supported by a certificate from the commanding officer.

Transfers to corps where the clothing of the former regiment cannot be made available will be allowed to take with them one pair of cloth trousers or trews, and one pair of boots or shoes, and will be dealt with for clothing in the new corps as recruits.

65. Men who may rejoin from desertion, or who may return to their duty from confinement, if they require clothing, shall, whatever may be the date of their rejoining, be supplied with part-worn clothing when practicable. Should there be none in store, they will be dealt with for clothing as recruits.

66. A private or rank and file non-commissioned officer, when promoted to be serjeant after the yearly issue of clothing, will, when practicable, exchange clothing with his predecessor; if not practicable, and the promotion takes place before 1st October, he will receive new clothing of his rank, and return the old into store; if promoted on or after 1st October, he will retain his clothing, and receive the difference in money between serjeant's and rank and file clothing, at the regulated rates, from the date of his promotion to the 31st March following.

If appointed drummer, the same rule will be observed, but no compensation granted.

When a serjeant is reduced to the ranks, an exchange of clothing should be effected with his successor if possible, or part-worn clothing will be issued to him. Should there be none in store, he will be treated as a recruit, returning his former clothing into store.

The clothing so returned must be in a serviceable state, after allowing for fair wear and tear, otherwise the soldier will be charged for the unnecessary damage.

Soldiers brought forward for discharge between 1st April and 31st December will be allowed to take with them from their regiment or depôt, in addition to such articles as they may be entitled to under paragraph 57—

One part-worn tunic.
One pair part-worn cloth trousers or trews.
One pair part-worn boots or shoes (Royal Engineers excepted, if after 30th September).

These men will not be entitled to any compensation for that year's clothing.

If discharged after 31st December, they will be allowed to take with them such clothing as would have become their property on the following 1st of April, except the regimental head-dress, which must be returned into store, and for which no compensation will be allowed, care being taken that soldiers brought up for discharge during the first quarter of the year—namely,

from 1st April to 30th June—receive no new clothing, but compensation up to the period of discharge.

67. When soldiers are sent from any regiment, corps, or depôt, to another regiment, corps, or depôt, or the invalid depôt for discharge or otherwise, the officer commanding is to take care that any compensation that may be due to them is paid up to the end of the month preceding that in which they leave the regiment or depôt, and that a return according to Forms Nos. 21 and 22, Appendix (viz., 21 for soldiers sent to invalid depôt, and 22 for those sent to other corps), is forwarded, sealed up, to the officer commanding the regiment, corps, or depôt to which the soldiers are going.

This document will be the authority upon which all further claims for compensation will be settled on the spot previous to the final discharge of the men.

All sums so paid are to be charged in the pay list, supported by the respective returns as vouchers.

When the date on which an invalid will be discharged is known, the officer commanding the division to which the soldier is attached will enter in the return received with him, and also in his pocket ledger, the amount of compensation (if any) in lieu of clothing which may have accrued to him since the date to which he was settled with on leaving his regiment. The invalid will sign the above-mentioned return for the amount of compensation entered therein; he will also sign the entry of the same in his pocket ledger. The officer commanding his division will then hand the return to the paymaster, who will either pay the amount to the soldier or credit it in his accounts. The total amount so paid for each corps to be charged in the pay list, supported by Form No. 29, Appendix, and vouchers enumerated therein.

In the case of men being forwarded from the invalid depôt to their regiments or depôts a certified extract from the above return will be sent by the superintendent of the invalid depôt to the commanding officer, in order that the men's final claims may be settled at their regiments or depôts.

68. The clothing supplied to a regiment or corps will be accounted for yearly in a clothing return (No. 15, Appendix), blank forms of which will be sent to officers commanding depôts and regiments at home and abroad. This return is to be forwarded to the Secretary of State for War, direct, as soon as possible after the 31st March of each year. The object of this return is to show how the new and part-worn clothing has been disposed of.

Officers commanding troops or companies will furnish at the end of each quarter a quittance roll, bearing the receipt of every non-commissioned officer and man of the troop or company, for all articles of clothing or compensation in lieu thereof received during the quarter; these returns are to be made out upon Form No. 33, Appendix, and to be kept as records in the quarter-master's office. Any compensation in money is to be charged in the pay list, supported by a certificate of the commanding officer upon Form No. 18, Appendix, showing the articles the men have received and the compensation paid in lieu of those not issued.

69. Incidental expenses connected with clothing and necessaries are to be charged in the regimental pay list, supported by Form No. 30, Appendix, and vouchers.

Special application must be made for authority to make any charge not authorized by regulation.

All sums received on account of clothing and necessaries will in like manner be credited in the pay list, under their respective heads, and supported by Form No. 31, Appendix, and vouchers, detailing the source from which the credit has been received.

70. The paymaster will make such advances to the quarter-master from time to time as may be considered necessary, upon requisitions from the latter

part-worn clothing that may remain in the service companies serving in Great Britain, Ireland, and the Channel Islands, is to be sent to the depôt by the cheapest conveyance, *if fit and suitable for issue to recruits.* If pronounced unfit for issue, by a board of officers, it is to be sold by auction, and the proceeds credited in the pay list of the service companies, supported by a certificate (No. 19, Appendix).

When the service companies or troops of a regiment are stationed abroad, the part-worn clothing is not to be sent to the depôt, but taken into the regimental store, under the charge of the quarter-master, and sold by auction at the end of each quarter, and the proceeds credited in the pay list, as directed above.

64. Transfers to other corps will take with them their greatcoats, and such articles of clothing (except head-dress) as can be worn in the new regiment. The expense actually and necessarily incurred for changing the facings, buttons, &c., will be allowed as a charge in the pay list if supported by a certificate from the commanding officer.

Transfers to corps where the clothing of the former regiment cannot be made available will be allowed to take with them one pair of cloth trousers or trews, and one pair of boots or shoes, and will be dealt with for clothing in the new corps as recruits.

65. Men who may rejoin from desertion, or who may return to their duty from confinement, if they require clothing, shall, whatever may be the date of their rejoining, be supplied with part-worn clothing when practicable. Should there be none in store, they will be dealt with for clothing as recruits.

66. A private or rank and file non-commissioned officer, when promoted to be serjeant after the yearly issue of clothing, will, when practicable, exchange clothing with his predecessor; if not practicable, and the promotion takes place before 1st October, he will receive new clothing of his rank, and return the old into store; if promoted on or after 1st October, he will retain his clothing, and receive the difference in money between serjeant's and rank and file clothing, at the regulated rates, from the date of his promotion to the 31st March following.

If appointed drummer, the same rule will be observed, but no compensation granted.

When a serjeant is reduced to the ranks, an exchange of clothing should be effected with his successor if possible, or part-worn clothing will be issued to him. Should there be none in store, he will be treated as a recruit, returning his former clothing into store.

The clothing so returned must be in a serviceable state, after allowing for fair wear and tear, otherwise the soldier will be charged for the unnecessary damage.

Soldiers brought forward for discharge between 1st April and 31st December will be allowed to take with them from their regiment or depôt, in addition to such articles as they may be entitled to under paragraph 57—

One part-worn tunic.
One pair part-worn cloth trousers or trews.
One pair part-worn boots or shoes (Royal Engineers excepted, if after 30th September).

These men will not be entitled to any compensation for that year's clothing.

If discharged after 31st December, they will be allowed to take with them such clothing as would have become their property on the following 1st of April, except the regimental head-dress, which must be returned into store, and for which no compensation will be allowed, care being taken that soldiers brought up for discharge during the first quarter of the year—namely,

from 1st April to 30th June—receive no new clothing, but compensation up to the period of discharge.

67. When soldiers are sent from any regiment, corps, or depôt, to another regiment, corps, or depôt, or the invalid depôt for discharge or otherwise, the officer commanding is to take care that any compensation that may be due to them is paid up to the end of the month preceding that in which they leave the regiment or depôt, and that a return according to Forms Nos. 21 and 22, Appendix (viz., 21 for soldiers sent to invalid depôt, and 22 for those sent to other corps), is forwarded, sealed up, to the officer commanding the regiment, corps, or depôt to which the soldiers are going.

This document will be the authority upon which all further claims for compensation will be settled on the spot previous to the final discharge of the men.

All sums so paid are to be charged in the pay list, supported by the respective returns as vouchers.

When the date on which an invalid will be discharged is known, the officer commanding the division to which the soldier is attached will enter in the return received with him, and also in his pocket ledger, the amount of compensation (if any) in lieu of clothing which may have accrued to him since the date to which he was settled with on leaving his regiment. The invalid will sign the above-mentioned return for the amount of compensation entered therein; he will also sign the entry of the same in his pocket ledger. The officer commanding his division will then hand the return to the paymaster, who will either pay the amount to the soldier or credit it in his accounts. The total amount so paid for each corps to be charged in the pay list, supported by Form No. 29, Appendix, and vouchers enumerated therein.

In the case of men being forwarded from the invalid depôt to their regiments or depôts a certified extract from the above return will be sent by the superintendent of the invalid depôt to the commanding officer, in order that the men's final claims may be settled at their regiments or depôts.

68. The clothing supplied to a regiment or corps will be accounted for yearly in a clothing return (No. 15, Appendix), blank forms of which will be sent to officers commanding depôts and regiments at home and abroad. This return is to be forwarded to the Secretary of State for War, direct, as soon as possible after the 31st March of each year. The object of this return is to show how the new and part-worn clothing has been disposed of.

Officers commanding troops or companies will furnish at the end of each quarter a quittance roll, bearing the receipt of every non-commissioned officer and man of the troop or company, for all articles of clothing or compensation in lieu thereof received during the quarter; these returns are to be made out upon Form No. 33, Appendix, and to be kept as records in the quarter-master's office. Any compensation in money is to be charged in the pay list, supported by a certificate of the commanding officer upon Form No. 18, Appendix, showing the articles the men have received and the compensation paid in lieu of those not issued.

69. Incidental expenses connected with clothing and necessaries are to be charged in the regimental pay list, supported by Form No. 30, Appendix, and vouchers.

Special application must be made for authority to make any charge not authorized by regulation.

All sums received on account of clothing and necessaries will in like manner be credited in the pay list, under their respective heads, and supported by Form No. 31, Appendix, and vouchers, detailing the source from which the credit has been received.

70. The paymaster will make such advances to the quarter-master from time to time as may be considered necessary, upon requisitions from the latter

officer, approved and signed by the officer commanding. But no advances should be charged in the paymaster's accounts unless supported by details of the expenditure, upon a bill receipted by the tradesman or person who performs the work.

71. In depôt battalions the demands for advances of money for each depôt will be made by the quarter-master to the paymaster of the battalion.

A separate account will be kept for each depôt, as well as one for the staff of the depôt battalion.

72. All compensation when sanctioned shall be paid to non-commissioned officers and men at the following rates (which show the full cost of each article detailed), or the amount expended in articles for their benefit at the discretion of the commanding officer. The said compensation shall be paid in the currency of the country in which the regiment may be serving, at the rate at which the soldier receives his pay and other allowances.

Corps.	Articles.	Staff Serjeants.			Serjeants.			Other Ranks.		
		£	s.	d.	£	s.	d.	£	s.	d.
Dragoon Guards and Dragoons,	Helmet, complete,	1	15	0	1	4	0	1	4	0
	Tunic,	4	10	0	1	7	0	1	3	0
	Overalls, not booted,	1	14	6	1	1	0	0	16	0
	Boots, Wellington,	0	15	0	0	15	0	0	15	0
	Bootings,	0	5	0	0	5	0	0	5	0
	Trousers,	1	8	6	0	17	6	0	13	0
	Boots, ankle,	0	10	0	0	10	0	0	10	0
	Gloves,	0	2	0	0	2	0	0	2	0
Hussars,	Busby, complete,	3	0	0	0	13	0	0	13	0
	Tunic,	4	10	0	1	7	0	1	3	0
	Overalls, not booted,	1	14	6	1	1	0	0	16	0
	Boots, Wellington,	0	15	0	0	15	0	0	15	0
	Bootings,	0	5	0	0	5	0	0	5	0
	Trousers,	1	8	6	0	17	6	0	13	0
	Boots, ankle,	0	10	0	0	10	0	0	10	0
	Gloves,	0	2	0	0	2	0	0	2	0
Lancers,	Cap, complete,	4	0	0	1	0	0	0	14	0
	Tunic,	4	10	0	1	7	0	1	3	0
	Overalls, not booted,	1	14	6	1	1	0	0	16	0
	Boots, Wellington,	0	15	0	0	15	0	0	15	0
	Bootings,	0	5	0	0	5	0	0	5	0
	Boots, ankle,	0	10	0	0	10	0	0	10	0
	Trousers,	1	8	6	0	17	6	0	13	0
	Gloves,	0	2	0	0	2	0	0	2	0
Royal Artillery, Horse Brigade,	Busby and Lines,	0	16	0	0	16	0	0	12	0
	Dress Jacket,	5	12	6	4	12	6	0	19	0
	Undress do.,	2	7	0	1	10	0	0	14	0
	Overalls, not booted,	1	14	6	1	1	0	0	16	0
	Boots, Wellington,	0	15	0	0	15	0	0	15	0
	Bootings,	0	5	0	0	5	0	0	5	0
	Gloves, per pair,	0	2	0	0	2	0	0	2	0
	Boots, ankle,	0	10	0	0	10	0	0	10	0
	Trousers,	1	8	6	0	17	6	0	13	0

Corps.	Articles.	Staff Serjeants.			Serjeants.			Other Ranks.		
		£	s.	d.	£	s.	d.	£	s.	d.
Field and Garrison Brigades,	Busby,	0	12	0	0	12	0	0	10	6
	Tunic,	3	10	0	2	5	6	0	19	6
	Jacket, undress,	2	7	0	1	2	0	0	13	6
	Trousers—									
	Cloth, one pair,	1	8	6	0	17	6	0	13	0
	Serge, one pair,	0	7	0	0	7	0	0	7	0
	Boots, Wellington,	0	15	0	0	15	0	0	15	0
	Boots, ankle,	0	10	0	0	10	0	0	10	0
Royal Engineers,	Busby,	0	12	0	0	12	0	0	10	6
	Tunic,	4	4	0	2	12	0	0	19	0
	Trousers, dress,	1	1	0	0	17	6	0	10	0
	Do., fatigue,	0	17	6	0	11	6	0	10	0
	Jackets, undress,	.....			1	1	6	0	14	0
	Boots, per pair,	0	8	6	0	8	6	0	8	6
	Overalls, unbooted,	1	14	6	1	1	0	0	16	0
	Frockcoat,	1	11	6	.....			.....		
Foot Guards,	Cap,	4	0	0	4	0	0	4	0	0
	Dress Tunic,	7	15	0	3	10	0	1	7	8
	Undress Tunic,	3	0	0	1	12	0	.....		
	Waistcoat,	.....			0	17	0	0	6	6
	Trousers, cloth,	1	5	0	1	0	0	0	12	0
	Boots, per pair,	0	8	6	0	8	6	0	8	6
	Gloves for Serjeants,	0	2	0	.....			.....		
	Trousers, tartan,	0	19	0	0	7	6	0	7	6
Infantry,	Cap,	0	12	0	0	4	0	0	4	0
	Tunic,	2	16	0	1	2	0	0	18	6
	Trousers, cloth, per pair,	1	1	0	0	12	0	0	9	6
	Boots, per pair,	0	8	6	0	8	6	0	8	6
	Shell Jacket,	1	15	0	0	13	0	0	11	0
	Socks, per pair,	0	0	10	0	0	10	0	0	10
	Trousers, serge, per pair,	0	17	6	0	7	0	0	7	0
	Serge Frock,	0	17	6	0	9	6	0	9	0
Highland Regiments,	Coat,	2	16	0	1	2	0	0	18	6
	Waistcoat,	.....			.....			.....		
	Shoes, per pair,	0	7	6	0	7	6	0	7	6
	Bonnet,*	3	4	0	2	8	0	2	8	0
	Kilt,	1	16	0	0	17	0	0	13	0
	Plaid,	0	12	6	0	4	0	0	3	6
	Trews,	0	19	6	0	14	6	0	11	0
	Cloth Shako,	0	15	0	0	6	6	0	6	6
	Gaiters,	0	1	6	0	1	6	0	1	6

* Annual Rates.

Corps.	Articles.	Staff Serjeants.			Serjeants.			Other Ranks.		
		£	s.	d.	£	s.	d.	£	s.	d.
West India Regiments,	Fez and two turban cloths,	0	4	6	0	4	6	0	4	6
	Jacket,	0	18	0	0	3	6	0	2	9
	Waistcoat,	2	0	0	0	9	0	0	7	6
	Trousers,	1	18	0	0	11	6	0	11	6
	Gaiters,	0	1	4	0	1	4	0	1	4
	Stockings, per pair,	0	1	3	0	1	3	0	1	3
	Shoes, per pair,	0	7	6	0	7	6	0	7	6
	Leggings,	0	2	6	0	2	6	0	2	6
Commissariat Staff Corps,	Cap,	0	14	0	0	8	0	0	8	0
	Tunic,	4	4	0	1	19	0	1	1	0
	Trousers, cloth,	1	7	0	0	18	0	0	13	0
	,, serge,	0	18	0	0	7	6	0	7	6
	Boots, per pair,	0	8	6	0	8	6	0	8	6

73. All applications for compensation in lieu of clothing to regiments, or portions of the same detached from head-quarters, must be made to the Secretary of State for War through the Adjutant General.

74. Claims for compensation for part of a month will be dealt with upon the following principle:—

Should the soldier have a claim for fifteen or more days of a month, he will be entitled to compensation for that month.

No claim will be admitted for less than fifteen days of one month.

Greatcoats.

75. The cost of cloaks, greatcoats, and capes, together with the expected period of duration, is detailed in the following Table, in order that the proper charges may be made against men who may lose or damage them by neglect or misconduct:—

		Price. £	s.	d.	Period of Wear.
Cavalry, old pattern,		1	11	0	10 years.
New pattern, for Cavalry, mounted Artillery, and Engineers,	Cloak without Cape,	2	8	10	10 ,,
	Cape only,	0	13	8	10 ,,
	Cloak and Cape	3	2	6	
Mounted Artillery and Engineers,	Old pattern cloth, Cloak, gunners,	1	12	6	7 ,,
	Old pattern cloth, Coat, drivers,	1	4	0	5 ,,
	New pattern cloth, Cloak, gunners,	2	14	0	10 ,,
	New pattern cloth, Coat, drivers,	2	1	0	7 ,,
Dismounted Artillery and Engineers,	Old pattern cloth, Greatcoat,	0	13	6	3 ,,
	New ditto, Ditto,	1	10	0	4 ,,
Staff Serjeants, Infantry,		2	12	0	5 ,,
Infantry, old pattern,		0	14	6	3 ,,
,, new pattern,		1	3	6	4 ,,

		£	s.	d.
Value of worn-out Cloaks and Greatcoats.	Mounted Artillery and Engineer Cloak,	0	8	0
	Driver's Coat,	0	6	0
	Dismounted Artillery and Engineers,	0	4	0
	Cavalry Cloak, without Cape,	0	6	6
	,, Cape,	0	1	6
	Infantry, old pattern,	0	3	0
	,, new pattern,	0	3	0

76. A sealed pattern greatcoat to be sent to the head-quarters of each regiment with each supply. in order that supplies of these articles may be compared with the same, and reported upon in the same manner as the regimental clothing.

77. At the following stations—namely, Cape Town, Halifax, N.S., Montreal, Hobart Town, Sydney, and Auckland, New Zealand, a supply of greatcoats will be always kept in charge of the superintendent of stores, and when an issue of the same is required by the troops quartered in those localities, it will be made upon requisitions from the officer commanding the regiment or corps, approved by the general or other officer commanding at the station.

The officer commanding the regiment is immediately to forward to the Secretary of State for War a duplicate of the requisition, also a statement of the numbers of old greatcoats returned into store.

Superintendents at the above-named stations will forward half-yearly to the Secretary of State for War a return showing the number of serviceable and unserviceable greatcoats remaining in store, as well as the receipts and issues during the half-year, accompanied by demands for such numbers as are likely to be required.

78. New cloaks, capes, and greatcoats may in general be supplied, if reported necessary by a board of survey, at the expiration of the periods of duration before specified. For troops employed in North America, or in active or continued operations in the field, these articles may, if necessary, be supplied one year earlier; in these cases the necessity of supplying new cloaks, capes, or coats must be specially certified by the general or other officer commanding at the station; and it is in all cases to be understood distinctly that new cloaks, capes, or greatcoats are not to be supplied to a regiment or corps as a matter of course immediately on the termination of the respective periods above stipulated, but only when the commanding officer shall certify that such supply is required.

All cloaks, capes, or greatcoats which may be reported unserviceable are, at the time of the delivery of the new articles, to be transferred as condemned stores to the nearest superintendent of stores or barrack-master; and none which have been so reported are to be retained or appropriated by the regiment, except such numbers as may be certified by the commanding officer to be actually necessary for the repair of others in wear by the regiment or corps, the expense of which repairs is to be borne by the soldier.

The superintendent or barrack-master will immediately report the receipt of the unserviceable cloaks, capes, or coats to the Secretary of State for War, with suggestions for their disposal.

79. When greatcoats for serjeants are issued of a pattern requiring cuffs and collars, the same may be added at the head-quarters or depôt of each corps, and shall be made of army coat cloth of the same quality and colour as the facings of the corps. The actual and necessary expense of such addition, not exceeding one shilling and sevenpence per coat, shall be allowed.

Cloth chevrons of the quality and colour of the facings of the corps may be added to the sleeves of greatcoats of non-commissioned officers (including lance-serjeants and lance-corporals): for this an allowance of 2*d.* for each bar of a chevron will be granted.

These expenses may be charged in the pay list, supported by the usual vouchers.

80. Every greatcoat, new or part-worn, is to be marked, and an allowance of 2*d.* will be granted for this service, the same to be charged in the pay list, supported by Form No. 27, Appendix.

81. The amount to be charged to the soldier who loses or damages his cloak, cape, or greatcoat by neglect is to be based on the value of the article

and the time it has been in wear, keeping in view the regulated value of the article when worn out, as laid down in paragraph 75.

When a soldier becomes non-effective in the service companies of a regiment or corps, his greatcoat should be retained and issued to the next man whose greatcoat is worn out.

Should the number of non-effectives in the service companies be so great as to cause an inconvenient accumulation of part-worn greatcoats, and should the regiment be ordered to move, the commanding officer will send the part-worn greatcoats, if on home service, to the depôt of the regiment, for issue to recruits, accompanied by a transfer return of the same; if on foreign service, to the nearest superintendent or barrack-master, who is to report the receipt of them to the Secretary of State for War.

Greatcoats will be accounted for by regiments and depôts in the annual clothing return.

83. All soldiers discharged as invalids or time-expired men will be allowed to take with them from their regiment or depôt an old cloak or greatcoat.

Leather Leggings and Haversacks.

84. Leather leggings and haversacks will be issued to dismounted non-commissioned officers and men of regiments and corps serving at home and in colonies where they are worn, to be replaced, if above three years in use, on the report of a board of officers that they have become unserviceable from fair wear and tear. The old leggings and haversacks to be returned to the charge of the nearest superintendent of stores or barrack-master, when new supplies have been issued.

Should a regiment in possession of leggings be ordered to a station where they are not worn, the leggings will be sent to the nearest superintendent of stores or barrack-master, who will report the receipt of the same to the Secretary of State for War.

Transfers to other corps will not take their leather leggings and haversacks with them, unless specially ordered.

Should leggings become unserviceable in less than three years from the date of the first issue, they must be made good at the expense of the soldier, unless under such special circumstances as shall be satisfactory to the Secretary of State for War.

The price of a pair of new leggings is 3*s.* 4*d.*, of a canvas haversack 1*s.*, and of a waterproof haversack 2*s.* 5*d.*, and the sum to be paid by the soldier in making good deficiencies will be regulated by the time the damaged or lost articles had been in wear.

Leather leggings and haversacks will be accounted for in the annual clothing return.

One penny per pair will be allowed for marking leggings, and one halfpenny for marking haversacks on first issue. The amount to be charged in the pay list, supported by a voucher in Form 27, appended.

Colours.

85. Colours will be supplied to infantry regiments and standards or guidons to dragoons, upon special requisitions addressed to the Secretary of State for War through the Adjutant General, accompanied by the proceedings of a board of survey; and should they not have lasted the prescribed period, a report must be made of the circumstances under which they have become unserviceable.

The period of duration assigned for colours and standards, on home service and under ordinary circumstances, is five years in the Guards, and twenty years in other services. On foreign stations the duration of these articles

will vary according to the climate and the nature of the service, but the above period must be kept in view as far as practicable.

Repairs to colours are to be executed in the regiment, and the expense thereof charged in the pay list, supported by vouchers and the usual certificate.

NECESSARIES.

86. Every recruit joining the army shall receive a complete kit of necessaries, free of all charge, as a single issue, to be kept up by him at his own expense.

All necessaries are to be marked before leaving the quarter-master's store.

87. A soldier is to defray the expense of marking his necessaries, with the exception of the first kit, the marking of which is to be charged in the pay list, supported by the usual certificate. The sum allowed for marking a full kit is as follows:—

	s.	d.			s.	d.
Infantry and Highland Regiments wearing trews,	1	8	Cavalry,		1	11
Regiments wearing the kilt,	2	0	Artillery and Engineers,	Mounted,	1	11
Rifle Corps,	1	7		Dismounted,	1	9

When small numbers of articles are issued, one halfpenny per article will be allowed for marking.

The following sums may be charged for painting the regimental number and device on the knapsack of recruits or men transferred:—

Foot Guards,	4*d.*	Fusiliers and Light Infantry Regiments,	2*d.*
Line,	1*d.*		

88. The following lists are to be considered as comprising all the articles of a soldier's necessaries required for the services to which they refer; and none others are permitted to be charged against the men of any corps as articles of regimental necessaries than those established by this regulation, unless first specially authorized by the Secretary of State for War.

Two cotton frocks are to be added to the lists of necessaries in warm climates. They are to be provided and kept up by the men.

Cavalry.

One bag, stable.
One pair braces.
Brushes,
- One brass.
- One clothes.
- One hair.
- One shaving.
- Shoe,
  - One blacking.
  - One polishing.
- One lace.

One tin blacking.
One brass ball.
One forage cap, and strap.
One hair comb.
One pipe-clay sponge.
One button brass.
One stock.
Two towels.
One pair stable trousers.
Two pairs cotton drawers.
One girdle for lancers only.
One pair gauntlets for heavy cavalry and lancers.
One pair gloves for hussars.
Three pairs socks.
One holdall.
One horse rubber.
One stable jacket.
One knife, fork, and spoon.
One razor and case.
Three cotton shirts.
Two flannel vests.
One valise.
One oil can.
One mess tin and strap.
One plume case.
One cake of soap.

Royal Artillery.

	Mounted.	Dismounted.
Bags, brush,	1	0
Bags, waterproof, and hook,	1	1
Bags, stable,	1	0
Bags, shaving,	1	1
Blacking in case,	1	1
Braces, pairs,	1	1
Brass ball,	1	1
Brushes, brass,	1	1
Brushes, clothes,	1	1
Brushes, hair,	1	1
Brushes, shaving,	1	1
Brushes, shoe, hard,	1	1
Brushes, shoe, blacking,	1	1
Brushes, shoe, polishing,	1	1
Button brass,	1	1
Can for oil,	1	0
Cap, forage, and strap,	1	1
Case, plume,	1	1
Comb,	1	1
Drawers,	2	0
Gloves, leather, pairs,	1	1
Holdall,	1	1
Jackets,	1	1
Knapsack and straps,	0	1
Knife, fork, and spoon,	1	1
Knife, pocket,	1	1
Mess tin and strap,	1	1
Covers, mess tin,	0	1
Razor and case,	1	1
Rubbers, horse,	1	0
Shirts, cotton,	3	3
Shirts, flannel,	2	2
Socks, pairs,	3	3
Sponge, pipe-clay,	1	1
Stock,	1	1
Straps, greatcoat, pairs,	0	1
Towels,	2	2
Valise,	1	0

Royal Engineers.

	Mounted.	Dismounted.
Bags, brush,	1	0
Bags, stable,	1	0
Ditto, waterproof and hook,	1	1
ng, in case,	1	1

Royal Engineers—continued.

	Mounted.	Dismounted.
Braces, pairs,	1	1
Brushes, brass,	1	1
Brushes, clothes,	1	1
Brushes, shaving,	1	1
Brushes, shoe, blacking,	1	1
Brushes, shoe, hard,	1	1
Brushes, shoe, polishing,	1	1
Brushes, hair,	1	1
Brass ball,	1	1
Button brass,	1	1
Can oil,	1	0
Cap, forage, and strap,	1	1
Comb,	1	1
Drawers, pairs,	2	0
Gloves, pairs,	1	1
Holdall,	1	1
Jacket,	1	1
Knife, fork, and spoon,	1	1
Ditto, clasp,	1	1
Knapsack and straps,	0	1
Soap case and soap,	1	1
Straps, greatcoat, pairs,	0	1
Mess tin and strap,	1	1
Cover do.	0	1
Plume case,	1	1
Razor and case,	1	1
Rubbers, horse,	1	0
Shirts, cotton,	3	3
Shirts, flannel,	2	2
Socks, pairs,	3	3
Sponge, small,	1	1
Stocks,	1	1
Towels,	2	2
Valise,	1	0

Foot Guards.

One tin of blacking.
One pair of braces.
Brushes, One brass.
Brushes, One clothes.
Brushes, One shaving.
Brushes, shoe, blacking.
Brushes, shoe, polishing.
One forage cap.
One comb.
One holdall.
One knapsack, with straps.
One knife, fork, and spoon.
One mess tin, cover, and strap.
One pair mitts.
One razor and case.
Two flannel or three cotton shirts.
Three pairs worsted socks.
One sponge.
One button brass.
One stock.
One set greatcoat straps.
Two towels.
One cake of soap.

Infantry of the Line and Rifle Regiments.

One tin of blacking.
One pair of braces.
Brushes,
- One brass (excepting Rifles).
- One clothes.
- One shaving.
- shoe, { blacking. / polishing.

One razor and case.
Two flannel or three cotton shirts.
Three pairs worsted socks.
One sponge.
One forage cap.
One comb.
One holdall.
One shell jacket.
One knapsack, with straps.
One knife, fork, and spoon.
One mess tin, cover, and strap.
One pair mitts.
One button brass (excepting Rifles).
One stock.
Two towels.
One cake of soap.

Highland Regiments.

One pair gaiters.
One pair garters and rosettes.
Three pairs tartan hose.
One purse and belt.
One pair shoe buckles.
One pair trews, to be kept up afterwards out of the kilts granted annually.
} For regiments wearing the kilt.

Three pair socks. } For regiments wearing the trews.

One tin of blacking.
One pair braces.
Brushes,
- shoe, { blacking. / polishing.
- One cloth.
- One brass.
- One shaving.

One forage cap.
One comb.
One holdall.
One knapsack, with straps,
One knife, fork, and spoon.
One mess tin, cover, and strap.
One pair of mitts.
One razor and case.
Three shirts, cotton, or two flannel.
One sponge.
One button brass.
One stock.
Two towels.
One cake of soap.

Army Hospital Corps.

One tin of blacking.
One pair of braces.
Brushes, {
- One brass.
- One cloth.
- One shaving.
- Two shoe.

One forage cap.
One comb.
One holdall.
One knapsack, with straps.
One knife, fork, and spoon.
One mess tin, cover, and strap.
One pair mitts.
One razor and case.
Three cotton or two flannel shirts.
Three pairs worsted socks.
One sponge.
One button brass.
One stock.
Two towels.
One fatigue suit.

Military Train.

One bag, stable.
One pair braces.
Brushes,
- One brass.
- One cloth.
- One hair.
- One lace.
- One shaving.
- Shoe, blacking. polishing.

One tin of blacking.
One brass ball.
One forage cap and strap.
One hair comb.
One pair cotton drawers.
Two pairs of gloves.
Three pairs socks.
One holdall.
One horse rubber.
One knife, fork, and spoon.
One razor and case.
Three cotton shirts.
Two flannel vests.
One sponge, small.
One stable jacket.
One button brass.
One stock.
Two towels.
One pair stable trousers.
One valise.
One oil can.
Mess tin and strap.
One cake of soap.

West India Corps.

One blacking tin.
One pair of braces.
Brushes,
- One brass.
- One clothes.
- One shaving.
- Shoe, blacking. polishing.

One button brass.
One comb.
One fez and tassel.
Two pairs of canvas gaiters.
One holdall.
One fatigue jacket (West India pattern).
One knapsack, complete.
One knife, fork, and spoon.
One mess tin and cover.
One razor and case.
Three cotton shirts (West India pattern).
One sponge.
Two pairs of brown cotton stockings.
Two towels.
One cake of soap.

Cape Mounted Rifles.

One stable bag.
One pair of braces.
Brushes,
- One clothes.
- One hair.
- One shaving.
- Two shoe.

One tin of blacking.
One stable jacket.
One knife, fork, and spoon.
One razor and case.
Three cotton or Two flannel shirts.
One stock.
One forage cap, strap, and numeral.
One hair comb.
One pair of gloves.
Three pairs of woollen socks.
One holdall.
One horse rubber.
Two towels.
One pair linen stable trousers.
Two flannel waistcoats.
One valise.
One bottle of oil.
One mess tin and strap.
One cake of soap.

Commissariat Staff Corps.

One knapsack complete.
One stable cap.
One tin of blacking.
One pair of braces.

Brushes,
- One brass.
- One clothes.
- One shaving and soap.
- Shoe, blacking. / polishing.
- One hair.

One brass ball and box.
One comb.
One holdall.
One fatigue jacket.
One clasp knife.
One pair of scissors.
One knife, fork, and spoon.
One mess tin and cover.
One pair of gloves.
One razor.
Three cotton shirts.
Two flannel waistcoats.
One sponge.
One button brass.
One stock.
Three pairs of socks.
One soap case.
Two towels.
One waterproof bag.
One forage cap.

89. All soldiers will be supplied with peaks and covers for forage caps previous to embarkation for St. Helena, West Indies, Mediterranean, Cape of Good Hope, Mauritius, Ceylon, India, and Ceylon; also shako and busby covers for any of the above stations where shakos or busbies are worn.

90. When jackets are furnished in materials, 1*s.* 4*d.* will be allowed for making up each jacket.

When jackets are issued made up, the necessary and unavoidable expense of fitting the same, not exceeding 4*d.*, will be allowed.

These sums to be charged in the pay list, supported by the usual vouchers.

91. Necessaries will in future be supplied from the public stores upon payment, at such prices as shall from time to time be published. A sufficient per centage will be added to cover freight and deteriorations, and the 3 *per cent.* fund will be abolished.

92. Regiments abroad will send requisitions for necessaries annually for such quantities as will probably be required during the ensuing year at the same time as the requisitions for clothing; and the requisitions from regiments and depôts at home should be sent in on the 1st of March and 1st September in each year, for such quantities as will probably be required during the ensuing half year for free kits and for issue on repayment.

93. Each requisition from a depôt battalion should be accompanied by a separate requisition for fatigue jackets and numerals for each depôt in the battalion.

94. Officers commanding will be careful to demand only such quantities as will be sufficient for the requirements of the soldiers under their command, and to avoid accumulating an unnecessary stock.

95. The necessaries will be kept by the quarter-master. The commanding officer will be responsible for the care and preservation of these public stores; and in the event of the troops being employed upon active service in the field, the necessaries in store at each regiment should be given over to the store officer accompanying the army, to whom all requisitions should be addressed, and who will obtain the necessary supplies from England.

96. They will be issued upon the requisitions of officers commanding troops and companies, at prices which will be notified by the War Office.

97. Quarter-masters will render an account to the paymaster of the sum to be charged against each troop or company.

The amount realized by the sale of regimental necessaries to depôts in a depôt battalion will be credited quarterly in the pay list of the depôt battalion, supported by voucher, No. 20, Appendix.

98. In regiments and corps not connected with a depôt battalion, the quarter-master will in like manner render an account to the paymaster of the

sum to be charged to each troop or company for regimental necessaries, and the amount will be credited quarterly in the regimental pay list, supported by voucher, No. 20, Appendix.

99. The necessaries will be accounted for yearly in the kit account, which is to be sent to the War Office on the 31st March in each year, viz.:—Forms Nos. 23, 24, and 25 (according to services), showing the receipts and issues during the year. Form No. 26, four of which should accompany each account, showing the necessaries issued on repayment during each quarter, and the sum credited in the pay list of each quarter for the same.

100. When a soldier is sentenced to imprisonment by the civil power for a term not exceeding one year, his kit will be retained by the corps and re-issued to him on his release.

Should the term of imprisonment exceed one year, and the man be still retained on the strength of the corps, his kit will be sold, and the balance, if any, after paying his debts will be credited to the public, when such men on rejoining will be supplied from the quarter-master's store at the public expense with such articles as were sold.

101. When a soldier serving in a regiment is handed over to another corps from which he had deserted previous to the receipt of a free kit, such articles of his kit as can be made use of in the corps which he is to join are to be sent with him, the remainder to be sold, and the proceeds remitted to the regiment he is to join, in aid of any expense which may be incurred by the man in the provision of articles to complete his kit.

102. Soldiers re-engaging after the expiration of their first period of service will be entitled to a free kit should they require one.

Should they not require a kit, they will receive the value thereof at the rates laid down for regimental necessaries sold to soldiers.

The amount is to be charged in the pay list, supported by voucher, Form 28, Appendix.

Winter Clothing in North American Colonies.

103. To provide the following articles of winter equipment, viz. :—

One fur cap.	Two flannel waistcoats.
One pair Canadian boots.	Two pairs flannel or worsted drawers.

An allowance of 40*s.* may be charged for each soldier present and effective, at the commencement of his first winter.

This allowance is only to be drawn once for each soldier, and is to be charged in the pay list, supported by a certificate signed by the commanding officer, stating that the sum has been expended in the supply of the articles above named, and that no men have been included except those who, to the best of his belief, had not received the allowance previously, since their arrival in the country. Volunteers, or men transferred from other regiments, who have already received the allowance, will not be entitled to it again, but must bring their winter equipment with them.

Each soldier present and effective in the North American colonies on the 1st October of each subsequent year will be allowed 7*s.* 6*d.* to defray the expense of renewals or repairs to the above equipment.

104. Whenever the regimental cap in the infantry serving on the North American station can be made to last an additional year, the soldier shall receive the regulated compensation in lieu of a cap for one year, the amount of which shall be credited to the soldier's account, in aid of the expense of renewing or repairing his winter clothing.

General Directions.

105. No soldier shall be put under stoppages to pay for any articles of

clothing or necessaries not ordered by these regulations to be provided at his expense, except in cases where the absolute necessity of replacing articles of clothing supplied by the public shall have been occasioned by his own neglect or misconduct, or by the articles being worn out before the period for the next delivery of clothing.

106. The pay of the soldier on every station shall be liable to a stoppage of 2*s.* 7½*d.* per week in the cavalry; of 2*s.* 5½*d.* per week in the artillery; of 2*s.* 4*d.* per week in the Royal Engineers; of 1*s.* 1*d.* per week in the Foot Guards; and of 1*s.* 6*d.* per week in other corps, for keeping up his clothing and necessaries; which rates of stoppage shall not be exceeded, unless by sentence of a court-martial. But the stoppages are not to be made in advance before the necessaries are required, except either by the desire of the soldier, or when any expensive article is likely to be soon required;—in which case the regulated stoppages may be resorted to during the month prior to the deliverance of such article.

107. Men losing their necessaries on becoming prisoners of war shall have no claim against the public on account thereof; but on rejoining their corps, they shall, if requisite, be supplied with fresh necessaries at the public expense, if recommended under the provisions of the Mutiny Act.

108. Every regiment will be provided, on requisition to the Secretary of State for War, with patterns of necessaries, sealed by the authority of the inspecting officer acting under the orders of the General Commanding in Chief.

All necessaries should be inspected by a regimental board, and a report thereon forwarded to the Secretary of State for War. Should, however, there be any complaint, a duplicate should be transmitted to the Adjutant General for the information of the General Commanding in Chief.

109. The quarter-master is to take care of the necessaries, and to issue them when required.

The paymaster shall keep the accounts of the necessaries, under such orders as may be given to him by the Secretary of State for War.

110. In all cases of transfers from one service to another, the officer commanding the corps to which the man is transferred should provide him gratis from the quarter-master's store with such articles of regimental necessaries as are requisite in consequence of any difference of pattern existing between the two regiments or corps.

111. When an officer is called upon to certify an account or bill of any kind for payment, he is to take every precaution that his signature is not given twice for the same articles; and it is to be clearly understood that should any double payment be made in consequence of his having certified twice over, he will be held responsible for the amount so overpaid.

112. When a soldier becomes non-effective from any cause within two years from the date of his receiving or providing himself with a new knapsack, a board of officers is to be assembled to inspect it, and if found fit for issue to a recruit, the board will fix the value of it, and the quarter-master will then take possession of it. The sum declared to be the value of the knapsack is to be charged to the public through the pay list, supported by Form No. 32, Appendix, and credited to the captain of the company, to be accounted for with the man's effects.

The knapsack is to be issued to the first recruit who may join, and the difference between the value of the article so issued and that of a new knapsack (10*s.* 6*d.*) is to be paid to the recruit as compensation for not being supplied with a new knapsack.

The sum thus paid to the recruit is to be charged in the pay list, supported by the proper voucher.

Should the board of officers find the knapsack unfit for issue, it will be sold with the rest of the man's effects.

A soldier receiving his discharge will have the option of taking his knapsack with him.

The same rule is to apply to the valise of mounted corps, the price of that article being 10*s.* 6*d.*

The above rule is only to apply to depôts or to the head-quarters of corps where recruits join. In all other cases the knapsack or valise is to be sold with the rest of the man's effects, the intention being that no expense should be incurred for the carriage of the articles from one place to another.

113. Upon the removal of a regiment or depôt from one station to another, the expense of conveying such surplus clothing and necessaries as are necessarily in store will be defrayed by the public. The sum actually expended may be charged in the pay list, properly supported by vouchers.

114. All printed forms connected with the articles named in this warrant will be supplied upon demands addressed to the Secretary of State for War, describing accurately the form required.

115. Store chests for the carriage of surplus clothing and necessaries will be provided, when actually required, at the public expense, upon application to the Secretary of State for War. The number allowed is not to exceed two for the service companies or troops of each regiment or brigade, and one for each depôt.

When application for a renewal of these articles is made, a statement must be forwarded by the officer commanding, showing how long they have been in use, and the circumstances under which they have become unserviceable.

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